

Association: \_\_\_\_\_ Unit/Lot: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ Date: \_\_\_\_\_

**ARCHITECTURAL APPROVAL REQUEST FORM**

HOMEOWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

Brief Description of Improvement \_\_\_\_\_

**REQUIRED DOCUMENTS:**

- 1) A copy of your lot survey with the exact location of the proposed improvement drawn in a clear, legible manner, **(Homeowner's Associations Only)**.
- 2) Copy of your warranty deed, **(Homeowner's Association & Condominium Association)**.
- 3) If you are doing the work yourself, please specify on the description line, **(HOA & Condominium Association)**.
- 4) If a contractor will be used, include a copy of the proposal for improvement or change with full sets of plans or drawings and specifications from the contractor. Also include a copy of the contractor's business license, certificate of liability and workmen's compensation insurance. **(Homeowner's & Condominium Association)**. The certificate holder must read:

(name of your association)  
 4800 N. State Rd. 7 Suite 105  
 [REDACTED]  
 LAUDERDALE LAKES, FL 33319

- 5) If the improvement or any part thereof will be located within five (5) feet of the neighboring property, the improvement's relationship to that property must be shown in your sketch, **(Homeowner's Association Only)**.
- 6) If you live on a corner lot and the street is on the side of your proposed improvement, please indicate this in drawing, **(Homeowner's Association Only)**.
- 7) If you are painting your home, please submit sample color cards, **(Homeowner's Association Only)**.
- 8) If you are replacing windows, provide a photo of the new windows, installing new floors, provide the STC (sound transmission class) information, **(Homeowner's & Condominium Association)**.
- 9) Please submit a separate application for each improvement along with the required documents to:

**PHOENIX MANAGEMENT SERVICES, INC.**  
 4800 N. State Rd. 7 Suite 105 Lauderdale Lakes, FL 33319

I have read the above application, if approval is granted, I agree to comply with the following conditions:

- 1) An approval is valid for sixty (60) days only, unless otherwise specified.
- 2) The unit owner is responsible for obtaining any permits required from the City, County, Governmental Agencies, etc.
- 3) The unit owner is responsible for any and all damage to any utilities, including sewer, water, cable, electric and telephone.
- 4) The unit owner must remove all debris (concrete, fill, etc.) from around your home and re-sod any areas that are destroyed.
- 5) The unit owner is responsible for any damage that may be caused to the sidewalks or roadways from heavy equipment.
- 6) The unit owner may not alter the drainage of your property or your neighbor's property.
- 7) The unit owner is responsible to maintain the alteration.
- 8) Work may not begin until approval has been given by the Board of your association.

**PLEASE NOTE: other conditions may be applicable. These conditions will be determined and stipulated on an individual basis.**

**HOMEOWNERS AFFIDAVIT**

I, \_\_\_\_\_, hereby submit this application for approval pursuant to the regulations of my association for the architectural change noted above. If said approval is granted, I agree to comply with the conditions stipulated herein. I further understand that I may be prosecuted by my association should I fail to comply with the covenants and restrictions of the association or if I intentionally misrepresent information on this form.

**No work will begin without the approval of my Association.**

SIGNATURE OF APPLICANT/OWNER \_\_\_\_\_ DATE \_\_\_\_\_

**FOR ASSOCIATION AND MANAGEMENT USE ONLY**

\_\_\_ Approved \_\_\_ Electronically Approved by Board \_\_\_ Preliminary Approval - subject to review

\_\_\_ Insufficient information, resubmit \_\_\_ Denied

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_