

Home Modification Submission

Subject Property:		*Check Planned Work	Date Submitted:	<input type="text"/>
Owners Name:		Fencing/Railings		
Owners Phone:		Home Additions	*Approximate Construction Timing	
Owners Email:		Landscaping	Proposed Start Date:	<input type="text"/>
Mailing Address:		Pool/Spa	Completion By Date:	<input type="text"/>
		Satellite Dish	Duration of Work:	<input type="text"/>
		Security Screen/Door	DRC Internal Use Only	
Renters Name:		Shed/Shop Addition	Approval Date:	<input type="text"/>
Renters Phone:		Painting	Denial Date:	<input type="text"/>
Renters Email:		Other: _____	Reason Given:	<input type="text"/>

****Please read and follow the guidelines below for submitting significant modifications to your property.***

1. Review the published CC&R's to ensure your project is in compliance. They can be found online at www.griffinoaks.org
2. Gather all plans and specifications for review and approval by the Design Review Committee (DRC), PRIOR to authorizing or performing any proposed work. Requested information must be complete in order to process. **Failure to secure required DRC approvals may result in sanctions.**
3. Describe proposed work (use back of form if more space needed) and all proposed modifications or additions; attach sketches, photographs, contractor proposals, site plan and/or paint chips; and materials to be used to convey a good understanding of the planned work. Be specific with respect to exterior paint colors & placement.

4. Wait for review and notification from the DRC. Generally, this process takes 7-10 calendar days. Please note that extensive projects require additional time for consideration. Also note that the approval given by the DRC is valid for a period of 12 months from any written DRC response. The DRC, at its sole discretion, shall determine if the work performed varies greatly enough to warrant further review and consideration.

5. Sign and date the statement below:

I/we hereby acknowledge that I/we have read and agree to comply with the published CC&R's and Administrative Guidelines that pertain to the home modification(s) proposed for the Subject Property. I/we also agree that it is my/our responsibility to determine the applicable City of Central Point Municipal Codes and secure any and all required governmental permits prior to commencing with this project.

Owner(s) Signature: _____ / _____ **Dated:** _____

6. Submit this form and all gathered information to: GOMA, Attn: DRC, PO Box 5345, Central Point, OR 97502
7. Check on your submission any time by emailing the Board: board@griffinoaks.org or contacting any of the DRC members directly.

