

APPLICATION FOR ARCHITECTURAL MODIFICATION(S) ACC FORM FOR REVIEW

ACC forms take approximately 10-15 Business Days to process. Please note modifications CAN NOT begin until you receive an answer/approval in writing from management. You do not have to call to check the status of the application.

For processing of this application mail/drop-off to the address below: (DO NOT FAX)

C/O Ocean Summit Condominium Association, Inc.
4010 Galt Ocean Drive, Ft. Lauderdale, Florida 33308
Tel 954-565-6696

Business Days Monday-Friday: 8:00. a.m.-4:30. p.m.

Please be sure to include the required pictures, samples, property survey, permits, plans and/or specifications to avoid possible delays in approval of modification application. Applications will NOT be processed if they are not complete.

Association Name:		
Property Address:		
Date Applying:	Daytime #:	Account#: --
Name of Owner(s):		

Please attach the contractors Certificate of Insurance (COI) and business license. A scope of work detailing the work to be performed and the materials used is also required. If flooring is to be installed a City of Ft. Lauderdale permit is required for soundproofing. If Plumbing or Electrical work is being done a City of Ft. Lauderdale permit is required. **Once the permit(s) is obtained, make sure a copy of the Ft. Lauderdale permit is given to the management office for the unit file.** Approval is proposed for the following modification(s), addition(s), and/or alteration(s) as described below and/or on attached page(s):

Check the applicable boxes and/or describe below:

- | | | |
|---|--|--|
| <input type="checkbox"/> Exterior Paint as per approved colors: Limited Common Patios & Doors | <input type="checkbox"/> Hurricane Panels/Accordion Shutters – Building Permit is Required | <input type="checkbox"/> Other Exterior Modification |
| <input type="checkbox"/> Unit (Interior) Electrical – Permit is Required | <input type="checkbox"/> Unit (Interior) Mechanical & Unit (Interior) Mechanical & Structural Additions – Permit is Required | <input type="checkbox"/> Unit (Interior) Flooring: Tile/Carpet/Wood – Permit is Required |
| <input type="checkbox"/> Unit (Interior) Walls & Ceiling | <input type="checkbox"/> Unit (Interior) Plumbing – Permit is Required | <input type="checkbox"/> Unit Windows (Repair/Replacement) |
| <input type="checkbox"/> Other: _____ | | |

THIS IS A RE-SUBMITTAL Yes No

Additional Information/Detail: _____

Attached...Please note you **MUST** provide the following: (If Applicable) **Process will be delayed if missing!**

- | | |
|--|--|
| <input type="checkbox"/> Color plan(s) | <input type="checkbox"/> Property Survey, showing location of Modification(s) |
| <input type="checkbox"/> Engineering Report Confirming review of structural load. capacity | <input type="checkbox"/> Sample(s)/Picture(s) |
| <input type="checkbox"/> Initial or Revised Plan(s) and/or Specification(s) for all work to be performed | <input type="checkbox"/> List of all contractors, sub-contractors with supervisory personnel & contact telephone numbers |
| <input type="checkbox"/> Material(s) Designation Plan/Sample(s) | <input type="checkbox"/> Anticipated delivery schedule |
| <input type="checkbox"/> Application for City Permit | <input type="checkbox"/> Estimated Time for Completion of work |

By Initialing below applicant agrees and acknowledges as follows:

- _____ Owner agrees to be fully responsible at Owner's sole expense for all damages to common areas or neighboring property, including damage done by delivery trucks and vehicles. Access to construction workers, contractors, GC is only to be allowed by the owner(s).
- _____ Owner agrees and understands that should the owner desire to install any other new improvement(s) within the boundary of the unit not listed on this application, must re-submit an application for full approval of all work anticipated to be completed in unit.
- _____ Owner agrees and understands to be responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s). Furthermore, the owner agrees to comply with the Declarations, and Rules & Regulations of the "Association" in all respects.
- _____ Owner agrees to remise, release, acquit, satisfy, and forever discharge "Developer", "Management Co.", and the "Association(s)" of and from all, and all manner of, action and actions, cause and causes of action, suits, debts, sums of money, accounts, bills, covenants, controversies, agreements, promises, damages (including consequential, incidental, punitive, special or other), judgments, executions, claims, liabilities and demands, whatsoever, at law and in equity (including, but not limited to, claims founded on tort, contract, contribution, indemnity or any other theory whatsoever) in any way related to any previous representations made by "Developer", "Management Co.", and the "Association(s)", and the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused there from; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.
- _____ Owner agrees to defend, indemnify and hold harmless "Developer", "Management Co.", and the "Association(s)", against any and all. Claims, costs (including without limitation reasonable attorney's fees, paraprofessional fees and court costs at all levels), actions, liabilities and/or expenses in any way related to the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused there from; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.
- _____ Owner agrees to comply with all the **Declarations, By-Laws, & Rules & Regulations of the Association(s) in all respects.**
- _____ Owner agrees that no noisy construction, remodeling or other related activity shall be allowed in any Unit at any time except Monday through Friday between the hours of 9:00 am and 5:00 pm. No construction, remodeling or other related activity shall be allowed at any other times except in an emergency as may be determined by the Association.
- _____ Owner agrees that no one may perform repairs, construction, or other work on the Condominium Property unless they have provided a copy of their current license and insurance to the Association and received a permit slip for the period indicated from the Association. If as Owner or Occupant is performing his or her own repairs, such repairs are minor, and no permits are required by a governmental body, the Association shall not require the Owner or Occupant to have a license for such work.
- _____ Owner agrees that no construction, remodeling, alterations, repairs, or other related activity of any kind shall be allowed in any Unit without prior written approval of the Association as provided above; Copy of Scope of work; Copy of all required permits; Copy of all required drawings.
- _____ Owner agrees that other than the ground floor, unit owners must install under any hard surface floor covering (i.e., tile, marble, hardwood floors) an accepted and approved material so that the floors will be adequately soundproofed with the permissible exception for the entrance area, the bathrooms and balcony. **(NOTE: A City Permit is required for flooring)**
- _____ Owner agrees that any plumbing, including Air Conditioner replacement, any structural, and/or any electrical work performed in the unit must have a City of Ft. Lauderdale Permit issued. If the permit application has been submitted to the City of Ft. Lauderdale a copy of the application and the letter from the City of Ft. Lauderdale can be submitted with this application for consideration and possible approval. **(NOTE: A City Permit or City Permit application is required)**
- _____ Owner agrees that installation of any tile, marble, wood or other non-carpeted floor covering must be approved in advance and in writing by the Association. Failure to comply with this provision may result in the material being removed at the Owners expense, among other fees, costs, or actions the Association may take in the Associations sole discretion.
- _____ Owner agrees that all trash, debris, timber, plastic, paper, tools, garbage, wires, piping, nails, screws, and any other materials related to any construction, alterations, renovation, repairs or remodeling shall be removed from the hallways and other common areas daily.
- _____ Owner or Occupant may be charged and/or fined for any cleanup that is required in addition to any and all other remedies available to the Association.

_____ Owner or Occupant understand that Association Maintenance Employees are not authorized to work inside the units as stated in the Ocean Summit Declaration of Condominium, Section XX, Maintenance and Repair by Owners of Private Dwellings and recorded under OR Book 2950; Page 349 of the Broward County Public Records.

_____ Owner agrees that the interior of any unit may not be altered in any manner which would have any effect on the structural elements of the building or its electrical, mechanical, air conditioning or plumbing systems or on any of the Common or Limited Common Elements without the prior written consent of the Association, which may be withheld in the Associations sole discretion.

_____ **Owner agrees, understands, and acknowledges that failing to abide by the aforementioned will be deemed as grounds for this request being DENIED.**

Anticipated Time for Completion:	Owner's Signature:

.....
(FOR BOARD/ARCHITECTURAL CONTROL COMMITTEE/PROPERTY MANAGEMENT OFFICE USE ONLY)

Approved Date: _____

X _____
(Signature of ACC Chairperson/BOA/OR Property Agent)

Disapproved Date: _____

X _____
(Signature of ACC Chairperson/BOA/OR Property Agent)

_____ Request **APPROVED, are subject** request on letter of approval:

_____ Request **DISAPPROVED, as per explanation** on letter of disapproval:

CC: Homeowner(s) / Occupant Copy
Unit File with copy of approval/denial letter

Ocean Summit Contractors Guidelines

Please initial each line item for acknowledgement

1. All apartment construction and installation of tile and marble **MUST** have soundproofing and **MUST** have an approval letter from the management office.

2. All contractors **MUST** have proof of liability insurance, and a business license on file in the management office.

3. If Contractor(s) will be loading and/or unloading any materials, this **MUST** take place outside the main entry gate.

4. During renovation work, and when demolition is being done, you **MUST** be extra careful and lay floor runners on the carpet/floors leading from the unit door to the elevators and from the elevators to the exit. At the end of each day the area must be left exactly how it was prior to the contractor's arrival. An Ocean Summit staff member must give an all clear to ensure damage has not been caused and area is clean.

5. Do not lean materials or place any objects on benches by the elevators or against the walls in the corridors.

6. All construction trash/debris **MUST** be removed by the contractor from the property. The Association dumpsters are not to be used for disposal of construction debris/trash. **CONSTRUCTION MATERIALS ARE NOT TO BE PUT IN OCEAN SUMMIT DUMPSTERS.**

7. If the association rules and procedures are not followed, the Association may deny access to the contractor in the future.

8. Contractors are not to store tools and/or materials of any sort on Ocean Summit property. (Specifically in the common areas of the property).

9. Contractors are to bring their tools as association tools are not to be used by the contractors.

10. By signing the check sheet, you acknowledged that you have read and agreed to the rules as written. Any violation of the above rules may result in a fine for you.

11. **Contractor Hours for work:**
 - Monday through Friday: 8:00am to 4:30 pm.
 - Contractors must be off property by 5:00pm.
 - Work is not permitted on weekends, or holidays

Owner Signature

Unit Number

Print Name