

Parkwood V Homeowners Association

Architectural Change Request Form



SECTION ONE - Applicant Information

Property Owner Applicant: _____

Property Address: _____, Coconut Creek, FL 33073

Cell: _____ Home: _____

email: _____ Fax: _____

SECTION TWO - Type of Change Requested (Check all that apply)

Window ☐ Roof ☐ Landscape ☐ Fence ☐ Painting ☐ Pool ☐

Driveway ☐ Other ☐

Description of Change Requested (Please describe in detail)

SECTION THREE - Documentation

The following must be included with your application for architectural change:

1. Signed and dated application
2. Lot survey of your property, which depicts all easements. Include a sketch of the proposed change with footage marked on the copy of the survey.
3. *Contractor Information*: Name and address of the contractor. Copy of the contractor's license, Workman's Compensation or exemption, commercial auto liability insurance, and liability insurance naming Parkwood V Homeowners Assoc, Inc as co-insured. Copy of the contract.
4. Changes which include paint, pavers, etc., must include a sample of each color to be used. House paint color must be specified.

Note: A copy of the permit, if required, and a copy of the City or County final inspection approval must be supplied when work is complete, or approval may be revoked.

SECTION FOUR - Acknowledgment of Applicant

We hereby make application for the above-described architectural change. We understand that application does not guarantee approval and that any approval must be received in writing from the Board of Directors prior to making the alterations requested in the application. We understand that this application may be delayed if sufficient information is included in the request. We further understand that we may not deviate from the plans submitted to the Association and that any such variation or deviation would require a re-submitted application.

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We understand that architectural change approval is based upon the aesthetics of the proposed change and does not certify the construction worthiness or structural integrity of the proposed change. We further understand that we must follow local building codes and setback requirements and that any required State / County / City permit(s) and utility company clearances (landscape, construction, etc.) are our responsibility. We hereby agree that as a condition precedent to granting approval to any request for change, alteration or addition to an existing structure, dwelling and/ or lot, applicant, heirs and assigns thereto, assume full responsibility for the costs, liability, repair, upkeep, maintenance and/ or replacement of any such change, alteration or addition. It is understood and agreed that Parkwood V Homeowners Association, Inc. is not responsible for any damages or actions that may result from the approval of this request.

Once you have completed all of the above and attached the items required in Section Three, please send to:

You may also email documentation to Christina Tirado: Christina@mmpm.us

* Comments / Conditions:

Signature of Board Director: _____ Date: _____

Please note that approvals, once received in writing from the association, are valid for no longer than six (6) months from the date approved.