

## Sunset Cove Homeowners' Association, Inc.

APPLICATION FOR ARCHITECTURAL MODIFICATION

Please return completed application to: ARCHITECTURAL REVIEW BOARD SUNSET COVE HOMEOWNERS' ASSOCIATION, INC. 5889 S. Williamson Blvd., #1321, Port Orange, FL 32128 Telephone #1-386-236-0474 Cynthia@sac-cam.com

This is a request form to be completed by the homeowner and submitted to the Architectural Review Board for approval **<u>BEFORE</u>** any work commences you must receive an email in writing that you have been approved. Please refer to the Governing Documents and Design Guidelines for additional information. Reviews may take up to 30 days for processing from the date a completed application is received in our office.

Name of Owner (s):			Email Address:			
Street Address:						
Date:	Lot #	Phase #	Phone number:			
Approval is hereby requested for the following modification(s), addition(s) and/or alterations as described below and on attached pages: (Check applicable box and/or describe below):						
Additions Landscaping Doors	Landscape Curbing		Screen Enclosure Patio Solar	Pool/Spa Exterior Paint Yard		
IS THIS A RESUBMITTAL Additional Information:	Yes/No					

- Location: Attach a copy of the plot plan/survey showing where the addition is located relative to the home and the
  property lines and <u>HIGHLIGHT IN COLOR</u>. Plot plan/survey should be included in your closing documents. If not, a
  copy can be obtained from the county property appraisers office.
- Specs: Attach copies of plans from any contractor or vendor providing service. Including color samples, photos, dimensions, etc. plus their COI/Certificate of Insurance. Liability: The Owner takes full responsibility and is liable for any damage that may occur to Sunset Cover HOA property during the completion of this project.
- You are responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s).
- Access to area of construction is only allowed through your property, and you are responsible for any damages. If access is needed on neighboring properties, please check with your neighbors before commencing any work. You will have up to 90 days from the approval in writing date to complete work in its entirety. Please contact the office for inspection when complete. Remember The Review Board has 30 days from the day they receive request to approve or deny.

Owner's Signature	Completion Date: Please contact HOA upon completion for final inspection
_ Approved	Denial
Date of Approval/Denial:	Signed:
Your Approval is subject to the following a	Authorized Representative ttached Addendum(s)