

# Request for Architectural Revision – CLSMHOA CC&Rs 7.5

Please fill out this form, attach any necessary documentation, and submit it to the Executive Director's office.

## **REVIEW OF REQUEST MAY TAKE UP TO 30 CALENDAR DAYS TO COMPLETE.**

\*Some work such as interior painting and millwork may not require prior approval; however, owners MUST submit required license and insurance information to the association for ALL contractors and service providers performing ANY work on premises.

Please see the Chateau Lake San Marcos Rules and Regulations, Architectural Revision for detailed information for specific work being performed.

### **Architectural Changes that require prior approval:**

***Note, you must submit your service providers Contractor's License Number and their proof of General Liability, Workers Compensation and Vehicle Insurance***

- Any change or improvement to the exterior of a building
- Air conditioning/HVAC changes
- Any alteration that effects plumbing or electrical systems, including water shutdowns
- Any fence, wall, obstruction, or outside wiring
- Balcony or patio screens, covers, enclosures, tent, awning, trellis, planted trees or shrubs
- Balcony or patio surface changes including outdoor carpeting or painting of the surface
- Window, door, and skylight installations
- Interior floor changes including carpeting, tile and flooring
- Exterior shutters, blinds, curtains, drapes, screens
- Any Structural Change

### **You must ALSO submit the following documentation if you are installing:**

- **Vinyl / Hard Surface Flooring:** Specifications on flooring and underlayment – proof of sound barrier requirements
- **Windows:** Specifications on windows – proof you are installing “retro-fin” windows and color scheme
- **Laundry Equipment Installation:** Dryer Specifications and a detailed plan on how the dryer will be vented to the exterior or proof your machine is a “ventless dryer” meaning it is vented to an automatic dryer condensing device to prevent moisture being released into the building.
- **Electrical Vehicle Charging Station:** Detailed plan on how the electricity will run from the units electrical panel to the carport space.

## ARCHITECTURAL REQUEST FORM

**APPROVAL MAY TAKE UP TO 30 DAYS.** Please ensure: 1) Complete entire form 2) Provide insurance information for each service provider/contractor including General Liability, Workers Compensation insurance, and vehicle insurance 3) Provide material specifications and/or detail plans for windows, flooring, washer/dryer installations and electrical vehicle charging station plans.

**Date of request:** \_\_\_\_\_

**Unit Number:** \_\_\_\_\_ **Owners Name/s:** \_\_\_\_\_

**Owners Telephone Number:** \_\_\_\_\_

**Nature of work to be performed (Must include complete plans and documentation including the nature, kind, shape, color, size, height, materials used for this project):**

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**Location of work or improvements:** \_\_\_\_\_

**Name all service providers and contractors. License numbers must be included:**

1. \_\_\_\_\_ CA License # \_\_\_\_\_

2. \_\_\_\_\_ CA License # \_\_\_\_\_

**Work is not permitted to begin before receiving written approval from the Association. All approvals are contingent upon a final inspection by the Association after all work has been completed.**

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**Association Use Only**

**Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Your request has been: Approved    Denied    (see reason below)**

**Request has been approved/denied by** \_\_\_\_\_

**Denial Reason** \_\_\_\_\_

If your request is denied, you may appeal this decision by submitting a request for a hearing by the Board of Directors to the Executive Director within 30 days of receipt of a denial.