

DESOTO HOA ARCHITECTURAL MODIFICATION REQUEST FORM

Owner (Applicant): _____
Property Address: _____
Mailing Address (if different than above): _____
Phone Number: _____ Email Address: _____

GENERAL DESCRIPTION OF PROPOSED WORK

Anticipated Start Date: _____ Anticipated Completion Date: _____

DESCRIPTION OF PROJECT:

Please make sure you attached/included the following information as applicable to your project:

- A completed Architectural Modification Request Form (Including signature below the Owner Acknowledgement notice on next page)
- A description of the project, including dimensions, equipment specifications, colors, etc.
- A picture or drawing of the intended/existing project (sketches, clippings, catalog illustrations and other data from websites)
- A site plan showing the location of the modification

Scan completed two-page form and supporting documents and email to HOA Board.

HOA STIPULATIONS:

FOR HOA BOARD USE ONLY:

Date Submission Received: _____

Action Taken: APPROVED DENIED DENIED WITH EXPLANATION GIVEN BELOW

HOA Board Signatures: _____ Date: _____

_____ Date: _____

_____ Date: _____

Follow-up Inspection to Approved Standard: Initials: _____ Date: _____

OWNER ACKNOWLEDGEMENTS

I understand:

- No work on this request shall commence until I have received approval of the HOA Board.
- Any construction or alteration to the subject property prior to approval of the HOA Board is strictly prohibited. If I have commenced or completed any construction or alteration to the property and any part of this application is disapproved, I may be required to return the property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- Any approval is contingent upon construction or alterations being completed in a neat and orderly manner.
- There are architectural requirements covered by the Condominium Declarations and a review process as established by the HOA Board.
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- Any variation from the original application must be resubmitted for approval.
- If approved, said alteration must be maintained by the Owner per the HOA Condominium Declarations.
- This alteration will not detrimentally affect any common areas or surrounding lots. I will be responsible at my expense to correct any problems to such areas that may occur as a result of this work or alteration.
- I acknowledge and agree that the HOA assumes no liability resulting from the approval or disapproval of any plans submitted. The HOA assumes no liability and makes no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. I agree to grant the HOA Board access to property at any reasonable hour to inspect for compliance issues.
- It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your HOA, the HOA Board and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.
- All improvements approved by the HOA Board must be started within one year from the date of approval. All work approved by the HOA Board shall be completed within 90 days of commencement. After completion, each request will be subject to approval by a member of the Board of Directors for compliance.
- I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, declarations, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the HOA Board. The HOA Board has permission to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature: _____ Date: _____

Co-Owner/Applicant Signature: _____ Date: _____

Informational Addendum:

APPLICATION: The Application must be accompanied with necessary documents, photos, drawings, brochures, and any other information necessary to present to the HOA Board. Property owners must sign the applications. Modifications are not permitted to commence until the request as been approved by the HOA Board.

REVIEW PROCESS: The standards for approval of all requests shall include, but are not limited to: (1) aesthetic consideration; (2) materials to be used; (3) compliance with the design standards adopted by the HOA Board; (4) harmony with the external design of the existing dwellings, lots and structures surrounding the dwelling; (5) any other matter deemed to be relevant by the HOA Board.