



Internal Use Only	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Fee Paid <input type="checkbox"/>	Survey <input type="checkbox"/>
Plans (2)/Est./Pic <input type="checkbox"/>	
Date: _____	

EXTERIOR ALTERATION APPLICATION

This request form is to be completed by the homeowner and submitted to the Architectural Committee (ARC) for approval BEFORE any work commences. Work cannot begin prior to written approval. Please refer to your Declaration of Covenants and Restrictions for a description of the ARC and its purpose.

This form must be completed IN FULL and include a copy of the property’s survey with the area indication where the alteration and/or addition will be located.

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

_____ ASSOCIATION: _____

DESCRIBE THE ALTERATION/ADDITION: (Fence installation, exterior painting, screen enclosure, pool, ect.)

LOCATION: (Include survey with planned alteration and/or addition attached)

SPECIFICATIONS: (2 copies of plans, samples, estimates, & drawings or pictures must be attached to this application)

DIMENSIONS: _____

MATERIALS: _____

COLORS: _____

It is the property owner’s responsibility to conform to all local zoning and building regulations. All required building permits from the City/County must be obtained by the property owner and a copy of the permit must be presented to the Association.

HOMEOWNER SIGNATURE: _____

DENIAL REASON FOR DENIAL: _____

APPROVAL APPROVED BY: _____

MAIL COMPLETED FORM TO: Prime Community Management
 346 East Central Ave, Winter Haven, FL 33880
 Phone: 863-324-3698 Fax: 863-508-1067
 Email: Info@PrimeHOA.com