



Clubhouse Office: 6381 Chasewood Drive, Jupiter, FL 33458/Phone (561) 744-1617

## Architectural Change Request (updated 04/2020)

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different than above address):

\_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

How would you like final notification sent to you:

E-mail: \_\_\_\_\_ U.S. Mail: \_\_\_\_\_ Both: \_\_\_\_\_

Type of Change Sought:

Landscape

Fence / Wall

Paint

Structural

Shutters

Other \_\_\_\_\_

Application Checklist:

Sign & Date

Survey w/Sketch of work attached

Contractor License & Insurance

Copy of Contractor's Contract

Permit

### **DESCRIPTION OF WORK TO BE DONE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Acknowledgement of Applicant**

I understand that I must be the property owner to make application to the Association for Architectural Changes. I understand the application does not guarantee approval and that any approval must be received, in writing, prior to making the alterations sought in the application. I understand that Architectural Approval is based upon the aesthetics of the proposed change and does not certify the construction worthiness or structural integrity of the change proposed. I further understand that if I am digging, that my contractor must contact the appropriate utilities prior to digging. I understand that I must follow all local building codes and setback requirements when making the change and that a building permit may be required. I further understand that I may not deviate from the plans submitted and that any variation will require re-application.

SIGNATURE & PRINTED NAME OF PROPERTY OWNER:

\_\_\_\_\_

DATE: \_\_\_\_\_ DATE RECEIVED IN OFFICE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Approved as submitted**

\_\_\_\_\_ **Conditionally Approved - State Conditions of Approval:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Denied - State Reason(s) for Denial:**

\_\_\_\_\_

\_\_\_\_\_

Signature & Printed Name of ACC or Board Member:

\_\_\_\_\_

Signature & Printed Name of ACC or Board Member:

\_\_\_\_\_

Signature & Printed Name of ACC or Board Member:

\_\_\_\_\_

Date Approved/denied: \_\_\_\_\_