

SAN MICHELE HOMEOWNER'S ASSOCIATION, INC.

ALTERATION APPLICATION

OWNER'S NAME _____ DATE _____
ADDRESS _____ PHONE _____

DESCRIBE, IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED:

(IF MORE SPACE IS REQUIRED, PLEASE ATTACH SHEET(S) TO THIS FORM.
THANK YOU)

APPROXIMATE TIME TO COMPLETE PROJECT
FROM DATE OF APPROVAL: _____

An application requesting approval for any alteration which occurs outside the exterior walls of the building and is therefore common element, MUST BE ACCOMPANIED BY A SKETCH INDICATING LOCATION ON THE ACTUAL PLOT PLAN, SIZE, TYPE OF CONSTRUCTION, COLOR AND OTHER PERTINENT INFORMATION AS MAY BE NECESSARY. **FOR EXTERIOR PAINTING, A SAMPLE (2' X 2' IN SIZE) OF THE COLORS MUST BE PAINTED ON THE FRONT OF THE HOME FOR REVIEW.

If approval is granted, it is **not** to be construed to cover approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. It is the sole responsibility of the Owner to be compliant with all government regulations (i.e., issuance of relevant permits, maintaining setback requirements, etc.) regarding this project.

A condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure is that the applicant, their heirs and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. IT IS UNDERSTOOD AND AGREED THAT SAN MICHELE HOMEOWNERS ASSOCIATION, INC. AND FIRSTSERVICE RESIDENTIAL INC., ET AL, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE UNIT OWNER AND ITS' ASSIGNS ASSUMES ALL RESPONSIBILITY AND COSTS FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

DATED _____ OWNERS SIGNATURE _____

(Print Name)

ACTION TAKEN BY THE ASSOCIATION:

DATE _____ APPROVED _____ NOT APPROVED _____

AUTHORIZED SIGNATURE ARCHITECTURAL CONTROL BOARD

SAN MICHELE HOMEOWNER'S ASSOCIATION, INC.

**IMPORTANT INFORMATION
FOR
ALTERATION APPLICATIONS**

The accompanying application form must be completed and signed by all owners of the property. Return the application with all accompanying documentation via email to our property management company (KLay@miamimanagement.com). Once the property management company receives the complete application it will be provided to the San Michele Architectural Control Board to review. Please note that owner's accounts must be in good standing, without any past due membership dues in order to be reviewed.

Please submit license and insurance information for the Contractor along with the application. The San Michele Architectural Control Board will consider your request at their next meeting. When your application is acted upon, a properly executed copy will be returned to you.

UNDER NO CIRCUMSTANCES IS ANY ALTERATION TO BEGIN WITHOUT THE PROPER APPROVAL OF THE ARCHITECTURAL CONTROL BOARD.

Thank you for your cooperation.

ARCHITECTURAL CONTROL BOARD
SAN MICHELE HOMEOWNERS ASSOCIATION, INC.