

ST. ANDREWS HOMEOWNERS ASSOCIATION, INC.

2753 S.R. 580, Suite 202; CLEARWATER, FL 33761

Phone (813) 855-4860 / (727) 771-7753 Fax (727) 238-8801

**VALID FOR 6 MONTHS - \$500 DEPOSIT REQUIRED FOR MAJOR CONSTRUCTION PROJECTS
REQUEST FOR EXTERIOR ADDITION OR MODIFICATION**

Name: _____
(Please Print)

Date: _____

Address: _____

Phone: _____

DESCRIPTION OF REQUEST:

Email: _____

When appropriate to the requested addition or modification, **please attach the following:**

1. Copy of lot survey showing changes proposed.
2. Elevation and building material description and sample.
3. Name of selected contractor with copy of license and workers compensation / liability insurance.
4. Proposed start date and completion date.

++++ Please attach any additional information that may assist in the request process. +++++

Upon signing this request, the homeowner understands that the Architectural Control Committee functions only to recommend to the Board of Directors the acceptability of the appearance of changes to the building exterior, the community or land. There is no intention, expressed or implied, to approve or disapprove any equipment, its function, contractor or sub-contractor, or to make any representation that it meets applicable county codes or permitting requirements. The homeowner also accepts all responsibility for the maintenance of operation and/or appearance of any installation, change or addition and required permits.

IT IS ALSO UNDERSTOOD BY THE OWNER THAT THE ASSOCIATION, ITS BOARD OF DIRECTORS AND THEIR AGENT ARE NOT RESPONSIBLE FOR DETERMINING COMPLIANCE WITH LOCAL ZONING OR PERMITTING REQUIREMENTS. FOR ANY WORK FOR WHICH A PERMIT IS REQUIRED, A COPY OF THE PERMIT MUST BE FILED WITH THE ASSOCIATION AFTER APPROVAL OF THE BOARD OF DIRECTORS AND PRIOR TO COMMENCEMENT OF CONSTRUCTION. THE HOMEOWNER UNDERTAKES ALL RESPONSIBILITY FOR COMPLIANCE WITH CONSTRUCTION TO BUILDING CODE STANDARDS AND PERMITTING AND APPROVAL OF THE APPLICATION DOES NOT, IN ANY FASHION, CONSTITUTE A WAIVER OR EXCEPTION FROM APPLICABLE CODES OR PERMIT REQUIREMENTS.

Owner's Signature

PLEASE NOTE THAT \$500 DEPOSIT IS REQUIRED FOR ALL PROJECTS DEEMED "MAJOR CONSTRUCTION"

ARCHITECTURAL CONTROL COMMITTEE RECOMMENDATION (Also please see attached ACC Comment Sheet)

____ Approval Recommended ____ Approval NOT Recommended Date _____

Signature: _____ Please Print Name: _____

Signature: _____ Please Print Name: _____

FOR THE BOARD OF DIRECTORS

____ Request Approved ____ Major Construction ____ Request Denied Date: _____

Signature: _____ Please Print Name: _____

Signature: _____ Please Print Name: _____

Signature: _____ Please Print Name: _____

EMA APPROVAL IF APPLICABLE : ____ Request Approved ____ Request Denied ____ Date ____ Initial