



ARCHITECTURAL ALTERATION APPLICATION

OWNER'S NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

DESCRIBE IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED: (IF MORE SPACE IS REQUIRED, PLEASE ATTACH TO THIS FORM. THANK YOU).

An application requesting approval for any alteration which occurs outside the exterior walls of the building, **MUST BE ACCOMPANIED BY A COPY OF YOUR LOT SURVEY WITH A SKETCH INDICATING LOCATION, SIZE, AND TYPE OF CONSTRUCTION, ALL APPLICABLE CONTRACTOR PROPOSALS, AND ANY OTHER PERTINENT INFORMATION AS MAY BE NECESSARY.**

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. The Architectural Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, their hires 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 THE HOMEOWNERS ASSOCIATION, ARCHITECTURAL COMMITTEE 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 HOMEOWNER AND ITS' ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.**

DATE: _____ OWNER'S SIGNATURE: _____

ACTION TAKEN BY THE ASSOCIATION:

DATE: _____ APPROVED: _____ NOT APPROVED: _____

AUTHORIZED SIGNATURE / Architectural Committee

Board of Directors / Oakley Homeowners Association

IMPORTANT INFORMATION FOR ALTERATION APPLICATIONS

The accompanying application form must be completed and must be signed by all owners of the property. Please review the Declaration of Covenants, Conditions and Restrictions for a complete description of your responsibilities regarding Architectural Committee requirements and submittals.

Completed application accompanied by all corresponding documentation should be returned/dropped off to Nancy Minito, ARC Chairman, 5904 30th Court E, Ellenton, FL 34222 or oakleyhoaf1@yahoo.com.

The Architectural Committee / Board of Directors have up to thirty (30) days after submission of your request to respond. Please keep this in mind when applying for an alteration.

When your application is approved/disapproved, a properly executed copy will be returned to you.

Under no circumstances is any alteration to begin without the proper approval of the Oakley Homeowners Association.

If you have any questions, please do not hesitate to contact the Oakley Board of Directors.

CHECK LIST FOR COMPLETED APPLICATIONS

To help ensure your application is processed without any delay for obtaining additional information, please include all applicable items below:

- ☐ Completed application form.
- ☐ Copy of lot survey showing all setbacks and easements with proposed improvement sketched on the survey.
Please make sure you do not use your original for this.
- ☐ List materials/color sample being used for improvement.
- ☐ Detailed description of description including size, height, color, or other information pertinent to the modification.
- ☐ Name of vendor who is performing service.