

# Application to Modify

As explained in the Association's CC&R's and Residents Handbook, improvements or modifications to both interior and exterior require approval by the Architectural Committee and the Board of Directors. This is the form we use for applying for such approval. Please describe all changes you propose to make to your home. Include scaled drawing (s) with top (plan) and side (elevation) views as necessary to clearly establish locations and elevations of any structure (s). Include dimensions and materials and specify color (s) if appropriate.

Your drawing should include existing structures and boundaries where necessary to indicate relative location. To avoid delay of committee action, please include all information the committee will require to make its decision. Attach additional pages if required. Consult your Resident's Handbook for more information.

You may deliver this completed form along with drawings, to **American Management Services, Inc., 6830 Via Del Oro, Suite 107, San Jose, CA 95119-3414**. A copy of the form will be returned to you shortly with the bottom portion complete as your receipt.

Owner(s):	Contact Telephone:
Unit Address:	Mailing Address:
Association:	Email Address:

Brief Description of proposed modification:

Applicants Signature



## Acknowledgement of Receipt of Application

On \_\_\_\_\_ the application for architectural modification for the above cited homeowner was received in the offices of American Management Services, Inc. The application will be forwarded to the Architectural Committee subject to verification of its completeness after review by management. If incomplete, the applicant will be notified, and the application will be returned without action.

Signature of Authorized Agent	Printed Name	Date

Applicant may contact the offices of American Management Services, Inc at 408-225-7380 should there be any questions as to the status of the application.

## **APPLICATION PROCEDURE**

Before you begin any work on your lot you must submit you application to the Architectural Review Committee for review and approval. The Architectural Review Committee will endeavor to review and respond to all plan submittal within allotted CC&R imposed time limitations after receipt of all materials required by the Architectural Review Committee.

### **PLEASE NOTE!!**

### **NO WORK MAY BEGIN PRIOR TO ARCHITECTURAL APPROVAL**

This review is in no way intended to approve architectural requests for structural engineering or in lieu of any required City permits or City inspections. The intent is to maintain the visual quality of your Community and the integrity of the Common Area. In order to process your application for approval the Architectural Committee will need a copy of this application form, color scheme, drawings, and specifications.

Please consult the Architectural Guidelines for your community to ensure that you have provided the committee with the documents which they require in order to successfully process your request. Incomplete Applications will be returned without favorable consideration.

Applications must be mailed or hand delivered to the Association at the following address:

*American Management Services, Inc  
6830 Via Del Oro, Suite 107  
San Jose, California 95119-3414*