

Date:

Board of Directors/ARB/ARC
(Community Association)
c/o (Management Company)
(Address)

Dear Committee Members:

Please accept this as my request for approval for the following changes/alterations/
additions to my residence located at (physical address) _____
with the following legal description: _____

Described below are all the changes/alterations/additions that I propose to make, and I
am attaching pictures, brochures or other descriptive material that will accurately
describe the design of and material to be used in my change/alteration/addition. If
applicable, enclosed are site plans and/or drawings, including lot survey or plot plan
showing topography and ground elevation.

I understand that I may not begin the below-described work until my receipt of an
executed Revocable License from you, and that I must obtain all applicable
governmental permits and licenses. I have obtained approval from my affected
neighbors as manifested by their signatures below.

DESCRIPTION OF CHANGE/ALTERATION/ADDITION:

Signed: _____ Mailing Address: _____
Print Name) _____

AFFECTED NEIGHBORS' APPROVAL:

(Print Name) _____ Address: _____

(Print Name) _____ Address: _____

(Print Name) _____ Address: _____
