



SIERRA DEL MAR PROPERTY OWNER'S ASSOCIATION

Request to Architectural Review Committee

For Approval to Work on or Modify Property



To be filled in by applicant(s) (please print clearly):

Date of request: _____

Name of applicant(s): _____

Property address: _____

Mailing address (if different): _____

Phone number(s): _____

In accordance with the requirements of Article IX of the Declaration of Covenants, Conditions, and Restrictions of Sierra Del Mar Property Owner's Association to which I belong, I hereby request approval for the following work or modification(s): (Describe here in detail, including color, etc., the modification(s) requested)

Applicant(s) Signature: _____ Date: _____
_____ Date: _____

INSTRUCTIONS

- 1. Review Architectural Guidelines prior to completing this form located on our website at www.sierradelmar.org
- 2. Complete ALL items below requiring information. Sign where required.
- 3. Two legible sketches of the proposed work for minor projects or preliminary approval of major projects.
- 4. License, insurance and worker's comp of party(ies) performing work and a copy of the permit if required.
- 5. Two complete sets of plans and specifications prepared by an architect, landscape architect, engineer or other qualified person shall be attached to this application for additions and/or major remodeling of a unit's exterior.
- 6. Information contained in these plans and specifications should show the nature, kind, shape, height, materials, color scheme and location of the requested change or alteration, depending on the type of modification requested.
- 7. As a condition precedent to granting any request for a change, alteration or addition, the applicant, his heirs and assigns, hereby assume sole responsibility for the repair, maintenance or replacement of any such addition, alteration or change.
- 8. The applicant assumes all responsibility for any infringement on or interference with existing facilities and easements in the property.
- 9. An approval or denial will be delivered within 30 days after request is received with ALL required documentation and not 30 days from the date of the form submitted.

ACTION TAKEN: APPROVED CONDITIONALLY APPROVED DISAPPROVED INCOMPLETE

The following information is required OR approval is conditional upon:

Reviewed by: _____ Date: _____