



Architectural Control Committee

REQUEST FOR PROPERTY CHANGES OR ADDITIONS

HOMEOWNER/RESIDENT: _____

ADDRESS OF PROPERTY: _____

PHONE: _____ EMAIL: _____

The owner seeks approval of the following addition or alteration: _____

To be processed, this request and all supporting documentation must be emailed or mailed in duplicate to the Association using the address listed below. Supporting documentation must be as follows:

- LOT SURVEY INDICATING EXACTLY WHERE ALTERATION WILL OCCUR ON THE LOT
- PICTURES AND/OR DETAILED DESCRIPTIONS OF MATERIALS TO BE USED (i.e. type of material, colors, styles, sizes, dimensions, etc. -- see page 2 of this form)
- COPY OF CONTRACTOR'S SPECIFICATION SHEET (if work is being contracted)
- PAINT COLOR SWATCHES (even if re-painting with same color)
- OTHER PERTINENT INFORMATION AS MAY BE NECESSARY

INCOMPLETE REQUESTS CAN NOT BE PROCESSED AND WILL BE REJECTED & RETURNED TO THE OWNER

I understand that the Association will contact me in writing/email regarding their approval or disapproval of this request. I agree not to commence any alteration(s) until I have received written approval from the Association. If an alteration I perform is found NOT to be in compliance with community standards, I will return the property to its original, pre-alteration condition within thirty (30) days of written notification to do so. The final interpretation of the Declaration of Covenants, Conditions, and Restrictions of the Canterbury Glen Homeowners Association will be made by the ACC.

- For **EXPEDITED APPROVAL (10 days or less)** please email your request to:

CanterburyGlenACC@googlegroups.com

- For **STANDARD APPROVAL (10 or more days)** please mail your request to:

The Architectural Control Committee of the Canterbury Glen HOA
17633 Gunn Hwy, Suite 195
Odessa, FL 33556

THIS SECTION IS TO BE COMPLETED BY THE ARCHITECTURAL CONTROL COMMITTEE		Date Received: ___/___/___
APPROVED _____	STIPULATION(S): _____	
NOT APPROVED _____	REASON(S): _____	
AUTHORIZED SIGNATURE(S) _____		
IF NOT STARTED by ___/___/___ and COMPLETED by ___/___/___ APPROVAL IS NULL AND VOID.		



Architectural Control Committee

REQUEST FOR PROPERTY CHANGES OR ADDITIONS (Continued)

Who will perform the required work?: _____

Estimated Start Date: ___/___/___ Estimated Completion Date: ___/___/___

MATERIALS REQUIRED FOR proposed alteration(s) will include the following: (Please check where appropriate and describe)

___ Paint (Be sure to include swatches of each color with paint/stain requests)

Body of Home	Color# _____	Color Name _____
Garage/Trim & Accent Areas	Color# _____	Color Name _____
Front Door	Color# _____	Color Name _____

___ Fence: _____

___ Screen Enclosure: _____

___ Concrete/Pavers: _____

___ Roof: _____

NOTE: Please be sure to ATTACH all of the following that applies to your project: (1) a copy of the contractor's specification sheet showing types, colors, styles, and size/dimensions of materials to be used. (2) Either a manufacturer's brochure or photo illustrating the details of the materials you wish to use. (3) A LOT SURVEY or drawing with your proposed alteration sketched on it showing exactly where your alteration will lie on your property.

Please PRINT Any Comments You Wish Your Committee to Consider When Reviewing This Request Here:

While Canterbury Glen Homeowners Association, Inc. (the "Association") may grant approval for the requested alteration, the homeowner alone is responsible for seeking the required county permit(s). The obligation to determine whether the requested improvement, alteration or addition complies with any applicable law, rule, regulation, code or ordinance is strictly the responsibility of the homeowner and not the Association. Additionally, it is understood and agreed that the Association 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.

Homeowners Signature: _____	Request Date: _____
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