

# Country Club Valley Association

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## Architectural Change Request

This form, with supporting illustrations/drawings, must be sent to the CCVA and you **must receive approval before any works is done on your home's exterior**. Your request will be reviewed within 30-days of receipt by the CCVA. All illustrations and drawings will be retained by the CCVA unless otherwise indicated by you. Approval of your request by the CCVA assumes that the requestor has met all other requirements including, but not limited to, permits which might be required by County, State or National codes and/or laws. Furthermore, approval of your request does not imply satisfactory compliance with safety, mechanical, electrical, or plumbing codes.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address (please print clearly): \_\_\_\_\_

### Proposed Change

Include information as applicable: plans and specifications with illustrations showing the nature, kind, shape, color, height, materials and proposed location of the architectural change. If more space is needed, please attach to this form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_

Homeowner Signature: \_\_\_\_\_

Signatures of two adjacent neighbors (if applicable): \_\_\_\_\_

\_\_\_\_\_

### For Office/Committee Use Only

Date BVP received request: \_\_\_\_\_ Method request was received: \_\_\_\_\_

Approved

Denied

Necessary Revisions or Comments: \_\_\_\_\_

### Approval

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date approval sent to homeowner: \_\_\_\_\_ Method approval was sent: \_\_\_\_\_

