

## DESIGN REVIEW BOARD CHANGE REQUEST APPLICATION

The property owner hereby acknowledges and agrees that they shall be solely responsible for determining whether all improvements, alterations, or additions described comply with all applicable codes, ordinances, laws, rules and regulations; including, without limitation, zoning ordinances and building codes. All authorizations are subject to property owner securing all applicable permits and contractor's license and liability insurance coverages when available.

The Design Review Board (DRB) shall not be held liable for any injury, damage or loss arising out of the manner or quality of approved construction or modifications.

All applications will be considered within thirty (30) days after receipt of request. Applications must be approved by the DRB prior to the actual commencement of any work. Failure to get prior approval for any additions or alterations may result in fines being assessed to property owner.

All requests must be submitted in writing to [mrodriguez@uniquepropertieservices.com](mailto:mrodriguez@uniquepropertieservices.com).

- **All DRB applications, drawing, schematics and photos must be legible and/or clear.**
- **Inability to read or interpret the improvements, alterations, modifications, or additions may cause a delay in approval.**

Is this an Original Application (\_\_\_) or a Revised DRB application (\_\_\_)

Please indicate to which of the following your application applies:

Screen enclosure (\_\_\_) Lanai extension (\_\_\_) Screen/storm door (\_\_\_) Patio awning (\_\_\_)  
Storm shutters (\_\_\_) Bird bath (\_\_\_) Flower pots (\_\_\_) Trellis (\_\_\_) Gutters (\_\_\_) Edging (\_\_\_)  
Exterior lighting (\_\_\_) New plantings (\_\_\_) Windows (\_\_\_)  
Other \_\_\_\_\_

Please attach/include the following where applicable:

- Written description of work to be done including drawing, schematic, photo and/or plan
- Measurements of items requested (when applicable, i.e. Lanai extension)
- Copy of Contractor License Number and Liability Insurance (when available)

Owner's Name: \_\_\_\_\_

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

Owner's Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Expected Date to Begin \_\_\_\_\_ Expected Date to Complete \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason/Notes: \_\_\_\_\_

Signature of DRB Chair: \_\_\_\_\_ Date: \_\_\_\_\_

(Revised 6/25/2024)