

**SUMMERFIELD
CIVIC
ASSOCIATION**

**ARCHITECTURAL CHANGE
REQUEST**

REQUIREMENTS - TWO copies of this request are required.

1. For structural changes, include a detailed sketch with dimensions and materials.
2. For roofs or siding, include a sample of the actual product. Samples of acceptable products are available at the Clubhouse.
3. For painting projects, obtain a sample color book from the Clubhouse office. Choose your colors. Go to a paint store and obtain color chips of the actual color you will be using. Fill out the paint area below and attach the chips to this form.
4. For windows, include a sample of the frame color.
5. For driveways and sidewalks, broom or aggregate finished concrete or pre-approved alternate finishes.
6. The homeowner and their contractor are responsible for obtaining required building permits.
7. Adjacent property owners may be interviewed by the Architectural Committee regarding the requested change and they will be given a chance to voice objections.
8. This project must be completed within 120 days of date of approval. If not completed, a time extension giving reasons must be requested from the Architectural Committee.
9. The homeowner must obtain approval. Contractors cannot do it for you.

Name:	Date turned in to office:
Address:	Phone:

DESCRIPTION OF CHANGE

PAINT: Three color combination as chosen from PAGE NUMBER: _____

ALTERNATIVE INDIVIDUAL COLOR SELECTIONS: (Requires special approval by Architectural Committee)

Basic/Body color PAGE #: _____ Trim color PAGE #: _____ Door & Shutter color PAGE #: _____

I agree to all legal requirements and conditions.

ALLOW 14 DAYS FOR APPROVAL
Properties abutting the golf course may take longer

1.) Owner's Signature :

Date:

	APPROVED	REJECTED	BOARD OR COMMITTEE SIGNATURE	DATE
2.) Townhouse or Condo Association _____				
3.) Architectural Comm _____				

When project completed NOTIFY:	Name:	Phone:
Project signed off:		Date:

