

Silverwood Homeowners Association
ARCHITECTURAL & LANDSCAPE - ALC - CHANGE REQUEST FORM
Return this form with attachments to the Silverwood facilitator

Please Print in Black Ink

NAME _____

ADDRESS _____

PHONE NUMBER _____ E-MAIL _____

CONTRACTOR _____

REQUEST _____

ESTIMATED START DATE _____ ESTIMATED COMPLETION DATE _____

(Requests not completed within 90 days of the approval date must be resubmitted).

By my signature below, I accept financial responsibility for any damage from work performed, plus responsibility to clean up the area from any work. I also understand that regular maintenance, as normal in SCC, and/or replacement, in kind and equivalent size, of any improvement is my responsibility in accordance with Article IX, Section 17 of the Declaration of Covenants and Restrictions.

Signature

Date Requested

Board of Directors

(1) _____

Date: _____

(2) _____

Date: _____

(3) _____

Date: _____

Board Comments:

Architectural / Landscape Change - Request Form

INSTRUCTIONS – Reverse Side

WORK MUST NOT BEGIN UNTIL THE LETTER OF AUTHORIZATION FROM THE ASSOCIATION'S BUSINESS MANAGER IS OBTAINED.
CHANGES MADE WITHOUT PRIOR APPROVAL ARE SUBJECT TO REMOVAL, AT THE OWNER'S EXPENSE, IN ACCORDANCE WITH ARTICLE IV OF THE DECLARATION OF COVENANTS AND RESTRICTIONS.

1. Pools/Spas and other Additions: Additions may be allowed if your Lot size is adequate, however neighboring Lot Owners must approve.
2. Compliance: All improvements must maintain the current look of the Association; comply with applicable codes, regulations, and policies; and maintain drainage, structural and mechanical conditions; all without obstructing other residences' rights. Any planned changes or impacts to original lot drainage and/or sprinkling system must be presented with required solutions.
3. **REQUIRED ATTACHMENTS TO THIS REQUEST FORM**:
 - A. **Contractor's proposal** which shows the detail of style, materials, numbers, colors, dimensions, and the proposed placement of the project in relationship your property lines and Dwelling. *[Dimensions include the size of the finished product or, if landscaping, then the maximum height and width that plants will be maintained.]*
 - B. **Sketch** or **picture** of the proposed change. **Submitted drawings for a pool and/or spa MUST show the proposed location of the pump/filter/water conditioning equipment and the measured distance *(in feet)* such equipment will be from the Lot line and the distance from each adjacent neighbor's dwellings.**
 - C. **Permission for Ingress/Egress**: If your contractor must use any portion of a Neighbor's lot or easement for ingress and egress, obtain prior permission from the affected Neighbors, in writing, and attach it to this Request Form.
 - D. **Survey** (required for structural additions) **showing the property setbacks** *[distance from your property lines to the proposed structure.]*
4. **All attachments to this request must be page numbered and the request form is to be signed by the Adjacent Lot Owners, ALC and the Board members, to indicate that the plans have been thoroughly reviewed.**
5. After obtaining all Association approvals, with required attachments, the ALC facilitator will submit the documents to the Association Business Manager's office.