



Alteration Application

Applicant Information

Owner's Full Name: Address: Email: Phone: Date: (Last First M.I. Street Address Block / Lot #)

Alteration Information

Please describe in detail the type of proposed alterations and what (if any) materials will be used, etc. If more space is needed, you may attach additional pages to this form:

Multiple horizontal lines for describing alterations.

Important Disclosures - PLEASE READ

All applications requesting approval for any alteration which occurs outside the exterior walls of the building MUST ALSO INCLUDE A COPY OF YOUR LOT SURVEY MAP, WITH THE PROPOSAL ALTERATION DRAWN ON IT, SHOWING LOCATIONS, DISTANCES AND DIMENSIONS. PLEASE INCLUDE A SKETCH INDICATING SIZES, HEIGHTS, MATERIALS, COLORS, TYPE OF CONSTRUCTION AND OTHER PERTINENT INFORMATION AS MAY BE NECESSARY. IF THIS INFORMATION IS NOT INCLUDED, YOUR REQUEST WILL BE RETURNED.

If approval is granted, it IS NOT TO BE CONSTRUED TO COVER APPROVAL OF ANY COUNTY OR CITY CODE REQUIREMENTS. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The South Hampton Town Homes Architectural Control Committee (ACC) shall have no liability or obligation to determine whether such improvement, alteration and/or addition comply with any applicable law, rule, regulation, code or ordinance. It is the owner's sole responsibility to ensure that they are in compliance with any applicable law, rule, regulation, code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant their heirs and assigns thereto, hereby assume sole responsibility for the repair, maintenance and/or replacement of any such change, alteration or addition. IT IS UNDERSTOOD AND AGREED, THAT SOUTH HAMPTON TOWN HOMES ASSOCIATION, INC. IS NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, MAINTAIN AND/OR REPLACE ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER RESPONSIBILITY. THE HOMEOWNER AND THEIR ASSIGNS ASSUMES ALL RESPONSIBILITIES FOR ANY CHANGE, ALTERATION OR ADDITION AND ITS FUTURE UPKEEP AND MAINTENANCE.

Applicant Affirmations and Decision Timelines – PLEASE READ

- I/Owner agrees **not to begin the proposed or any other property improvements** requiring approval from the ACC, **until the ACC notifies Owner in writing of ACC and/or Board approval and/or any further conditions attached to their granted approval(s).**
- I/Owner understands that **all approvals automatically incorporate the conditions set forth in the *Book of Standards for Community Living*, current edition.**
- **ACC has up to forty-five (45) days, from receipt of a complete application, included all required accompanying information, to process, review and either approve or disapprove this Alteration Application.**
- If I/Owner have not received an approved or not approved Alternation Application response from the ACC and/or Board within the above mentioned forty-five (45) day timeline; **I/Owner further understand and agree that this renders this Alteration Application declined/not approved, and I/Owner am therefore precluded from proceeding with the proposed change, alteration or addition.**
- If **any change** is made **that has not been approved**, the **ACC and/or Board has the right to require me/Owner to remove this alteration or improvement from my property, at my/Owner sole financial obligation.**
- I/Owner understand that a **Review Fee may/will be applied against my ledger account** for any alteration made to my property, **prior to obtaining approvals and conditions from the ACC and/or Board.**

ALTERATION APPLICATIONS must be submitted for:

- 1) Any change, alteration or addition to the exterior of the dwelling, or other existing structure, or the addition of new structures or property
- 2) Fence installations
- 3) Screen Enclosures
- 4) Satellite dish installation/use
- 5) Landscape changes (such as adding/removing plants and installing lawn ornamentations)

PLEASE NOTE: The list above is just a sample and not intended to include every possible scenario or situation. Please consult your *Book of Standards for Community Living*, current edition and/or contact Qualified Property Management at (877) 869-9700, for a complete listing of all proposed changes, alterations or additions governed by this form

Owner’s Signature: _____
Date

Owner’s Signature: _____
Date

Return completed ALTERATION APPLICATION TO:

Qualified Property Management
1301 Seminole Blvd., Ste. 110 – Largo, FL 33770
Telephone (877) 869-9700 Email cheryl@qualifiedproperty.com

ACTION TAKEN BY ASSOCIATION:

APPROVED: _____ NOT APPROVED: _____

APPROVED W/CONDITIONS: _____ (see attached conditions)

ACC Authorized Signature: _____
Date

Board of Directors Authorized Signature: _____
Date