



Courtesy Property Management
 13250 SW 135th Ave
 Miami, FL 33186
 305-254-3888

Architectural Control Committee Review Application

Any homeowner wishing to make any addition or alteration to the outside of their property must complete and return this form to *Courtesy Property Management located at 13250 SW 135 Avenue, Miami, Florida 33186*

WORK MAY NOT BEGIN UNTIL THIS REQUEST HAS BEEN APPROVED

In accordance with the Associations Documents and Rules & Regulations* All improvements must be completed **within six* (6) months** of approval date or application is nulled. A copy of all required Dade County Permits are to be provided for Association Files prior to commencement of work.

(PLEASE PRINT)

Name of Owner(s): _____ Acct#: _____

Property Address: _____ Miami, FL _____

Email: _____ Association Name: _____

Home Phones: (_____) _____ Work Phone: (_____) _____ Cell: (_____) _____

INSTRUCTIONS: Approval is hereby requested for the following modifications and/or alterations as described below and/or on the attached pages. Please indicate below what type of change or alteration you wish to make. Be specific, indicating type of material, color, shape, style, dimensions, etc. To process this request, the following must be attached:

- A COLOR PHOTOGRAPH OF THE ENTIRE FRONT OF THE HOUSE.
- A photograph of your house where proposed changes will be performed.
- A copy of the Site Survey with the proposed modifications drawn on the survey; the appropriate drawings showing both, a Plan View and an Elevation View; and specifications of the proposed modifications.

- | | | |
|---|---|--|
| <input type="checkbox"/> Addition to the Home | <input type="checkbox"/> Basketball Hoop* | <input type="checkbox"/> Satellite 18" Antenna |
| <input type="checkbox"/> Doors Identical | <input type="checkbox"/> Hurricane Shutters ***(Notary Fee) | <input type="checkbox"/> Screening Identical |
| <input type="checkbox"/> Outdoor Lighting | <input type="checkbox"/> Landscaping * | <input type="checkbox"/> Screening/Enclosure New |
| <input type="checkbox"/> Driveway | <input type="checkbox"/> Iron, Metal or Similar Bars | <input type="checkbox"/> Solar Collectors |
| <input type="checkbox"/> Awning | <input type="checkbox"/> Patio | <input type="checkbox"/> Window Treatment* |
| <input type="checkbox"/> Exterior Paint | <input type="checkbox"/> Play Structure* | <input type="checkbox"/> Wall/Fence |
| Wall Color _____ | <input type="checkbox"/> Pool | <input type="checkbox"/> Other _____ |
| Trim Color _____ | <input type="checkbox"/> Roof identical | |
| <input type="checkbox"/> Exterior Paint Identical Color | <input type="checkbox"/> Roof Repairs | |

IF PAINTING THE EXTERIOR OF THE HOUSE, PLEASE ATTACH COLOR SAMPLES TO THIS APPLICATION, INDICATING WHICH ONE IS FOR THE WALLS AND THE TRIMS.

**May not require a Dade County Building Zoning Permit*

***Include a \$ 15.00 money order (For Hurricane Shutters) Only payable to: Courtesy Property Management to notarize approval.

CASH ACCEPTED AT THE OFFICE

IS THIS A RE-SUBMITTAL? YES NO

Please Check the Appropriate Boxes:

Initial Plans and/or Specifications Attached

Revised Plans and/or Specifications Attached

Color Plan/Samples Attached

Materials Designation Plan/Samples Attached

Drainage Surface Water Plan Attached

Alteration Criteria Signed Attached • Initial

Time (or Completion) of Improvement: ____/____/____

Anticipated Commencement Date: ____/____/____

Owner Signature: _____

Contractor's Signature: (if applicable) _____

- **Must Provide A Copy of The Contractor's License and Local Business Tax**
- **Contractor Proof of Insurance and Liability (Naming the Association Name with the Address as the Certificate Holder)**

All changes and alterations shall also be subject to all applicable permits requirements and to all applicable governmental laws, statues, rules, regulations, orders, and decrees. Neither the Board of Directors, nor any member thereof, shall be liable to the Association or any Homeowner, or any other person or entity for any loss, damages or injury arising out of or in any way connected with the performance or nonperformance of the Boards duties hereunder, unless due to the willful misconduct or bad faith of a member, and only that member shall have any liability. The Board shall review and approve or disapprove all plans submitted to it for any proposed improvement alteration or addition solely on the basis of aesthetic consideration and the overall benefit or detriment, which would result to the immediate vicinity and to the Community.

Your approval is subject to the following:

1. You are responsible for obtaining any necessary permits from the appropriate Building and Zoning Department (s).
2. Access to areas of construction are only to be allowed through your property and you are responsible for any damages done to the Common areas during construction.

FOR STRUCTURAL CHANGES METRO DADE COUNTY BUILDING & ZONING PERMIT MUST BE FURNISHED AFTER APPLICATION IS APPROVED.

(FOR OFFICE USE ONLY)

Date Application: ____/____/____

Received By: _____

Date of Approval/Disapproval: ____/____/____

Approved Disapproved

Architectural Control Committee, Agent and/or Board of Director Date: ____/____/____

Explanation of Conditions and/or Disapproval:

**PLEASE NOTE,
APPROVAL PROCESS
MAY TAKE UP TO 30
DAYS FROM THE DAY
OF RECEIPT.**

Request for Architectural Modification

Dear Homeowner(s):

As per your request, attached is an Architectural Modification Form for you to fill out and return to our office with the completed form and all attachments. Please make sure to attach the following information with your request.

1. The ACC Form must be fully completed and signed;
2. Type of Alteration;
3. Sample material, color, and style;
4. A color photograph of the entire front of the house and a photograph of the area being modified;
5. Survey of the property (only needed for structural changes);
6. Structural changes require architectural drawings;
7. Miami-Dade County Building & Zoning Permit Application (if permit needed);
8. If painting the exterior of the house, please attach the color samples with color codes and color names, indicating which color is for the walls, the trims, and the door(s).
9. If you are installing Hurricane Shutters, please attach a copy of the Miami Dade Product Control Notice of Acceptance and a money order in the amount of \$15.00, payable to Courtesy Property Management. Cash is accepted ONLY at the office. Please, do not mail cash.
10. If you need to obtain a Miami-Dade County Permit, you will need a Notarized Approval provided by the Association. There is a \$15.00 notary fee for this Certificate. The \$15.00 must be paid by money order payable to Courtesy Property Management, Inc. Cash is accepted ONLY at the office. Please, do not mail cash.

Incomplete and unsigned requests will delay the processing. Do not send originals. All documents will remain in our files.

Should you have any questions, please feel free to contact our office and ask for the Secretary or Property Manager of your Association at 305-254-3888.

The Board of Directors

Spanish 

Petición de Modificación Arquitectónica

Estimado propietario(s):

Adjunta encontrará la Aplicación de Modificación Arquitectónica ("ACC"). Envíe la aplicación con todos los documentos necesarios. Por favor asegúrese de que la siguiente información este adjunta a la aplicación:

1. La Aplicación para Modificaciones Arquitectónicas debe de estar completada y firmada por el dueño de la propiedad;
2. Tipo de alteración;
3. Muestra del material, color y estilo;
4. Una fotografía a color de todo el frente de la casa y otra del area donde se va a realizar la modificación o cambio;
5. Plano "survey" de la propiedad (solamente si la modificación es estructural);
6. Las modificaciones o cambios estructurales requieren planos del arquitecto; (Favor de enviar copia del plano)
7. Copia del permiso del Condado Miami-Dade(solamente si la modificación requiere permiso del Condado);
8. Si usted va a pintar el exterior de su casa y va a cambiar el color, por favor adjunte las muestras de la pintura con el nombre y el código, indicando cual color es para la pared (body) y cual es para el borde (trim).
9. Si usted va a instalar los páneles contra huracanes (Hurricane Shutters), por favor incluya una copia del "Miami Dade Product Control Notice of Acceptance" y un money order por la cantidad de \$15.00 a nombre de Courtesy Property Management. Se acepta efectivo solamente en la oficina. Favor de no enviar efectivo por correo.
10. Si desea obtener un permiso del Condado Dade para el cambio o modificación a efectuarse, necesitará una carta de aprobación notariada de la Asociación. En este caso, por favor envíe un money order por la cantidad de \$15.00 a nombre de Courtesy Property Management. Se acepta efectivo solamente en la oficina. Favor de no enviar efectivo por correo.

Las aplicaciones incompletas y sin la firma demorarán el proceso. No envíe originales ya que todos los documentos se quedan en nuestros archivos.

Si usted tiene alguna pregunta al respecto, no dude en llamarnos al (305) 254-3888, y pregunte por la Secretaria o el Administrador de su Asociación.

La Junta Directiva

English  