



# 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.**
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.

**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.