**REQUEST FOR APPROVAL FOR ARCHITECTURAL MODIFICATION**

**INSTRUCTIONS: In order to process this application, submit the following items to the Association with this form:**

1. Detailed description and specification of the proposed modification.
2. Copy of Proposal or Agreement made with Contractor which includes the Description of the Services being provided.
3. Copy of the Contractor’s License or Professional Trade Certification.
4. Copy of the Certificate of Liability Insurance naming the Association.
5. Copy of County Permits (If applicable).

***Please Note: May take up to 30 Days to process. Modifications CANNOT begin without written approval (Valid for 60 days).***

Association Name: **Valencia Homeowners Association, Inc.**

Owner(s) Name: Property Address: Phone: Email:

Please note you **MUST** provide the following: (If Applicable) **Process will be delayed if missing!** (Check all that apply):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Painting  Noncontiguous Roof  Screen Enclosures | Doors & Windows  Shutters  Fence & Gate | Tile  Landscape  Gutters | Trellis  Satellite Dish  Lighting | Re-Submittal  Contiguous Roof  Other |

Please Explain Other:

Description (Attach additional pages if necessary):

**By Initialing below and submitting this Application, applicant agrees and acknowledges as follows:**

\_\_\_\_\_ Do not commence any work or modification until written approval is granted. If work begins prior to being authorized, the Owner will be fined.

\_\_\_\_\_ The Board of Directors / Architectural Review Board reserves the right to require additional information & request modifications to the original plans.

\_\_\_\_\_ During construction of any approved modification or improvement, all portions of the property, including adjacent neighbor properties, shall be kept clean, neat and in an orderly condition at all times. Any debris, trash or mud resulting from the construction shall be promptly removed or remedied, as appropriate, from the lot, unit, limited and/or common elements on a daily basis.

\_\_\_\_\_ Owner agrees to be fully responsible at Owner’s sole expense for any and all damages to Common Areas and/or neighboring Lots including, but not limited to, damage from delivery, construction or other vehicles or machinery. Access to construction areas is only to be allowed through Owner’s property.

\_\_\_\_\_ Owner agrees and understands that should the Owner desire to install any new improvement or landscaping within the boundary of a Lot, a drainage surface water plan prepared by a professional irrigation or engineering company certified to the Association will be required to accompany this application. Said water plan must certify that the proposed improvement or landscaping will not adversely affect the drainage and irrigation of the community, Common Areas and/or any adjacent Lots.

\_\_\_\_\_ Owner agrees to comply with the Association Documents including, but not limited to, the Declaration, in all respects, and the Valencia Rules & Regulations.

\_\_\_\_\_ **Owner agrees understands and acknowledges that failing to abide by the aforementioned will be deemed grounds for this request being DENIED.**

Signature of Owner(s) / Date: \_