

**REQUEST FOR APPROVAL
ARCHITECTURAL REQUEST COMMITTEE**

CLUB TERRACE CONDOMINIUM ASSOCIATION

Mail to: Management & Maintenance, Inc., 7803 E. Harvard Avenue, Denver, CO 80231 or FAX to (303) 755-4509
email to breid@managementandmaintenance.net

Homeowner name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Fax Number: _____ Email Address: _____

Date Request is Submitted: _____

My request involves the following types(s) of improvement(s): (Check all that apply)

_____ Landscaping _____ Patio Cover _____ Hot Tub _____ Window Replacement

_____ Satellite Dish _____ Walkway Addition _____ Security/Screen Door _____ Other

Other _____

Describe Improvement and Submit 1 copy of this form and any necessary plans:

Start Date of Project _____ Anticipated Date of Completion: _____

I understand that written approval of the Architectural Request Committee and Homeowners Board of Directors must be obtained before I can commence with my project. I understand that the approval by the ARC and/or the HOBOD does not constitute approval of the local building department or any other agency that may require prior approvals. I may also be required to obtain permits, licenses, pay fees, or obtain other professional opinions and/or certifications. I understand approval is contingent on my project being completed within six months, unless otherwise noted on the sheet at the time of the request, and if it is not, a new submittal may be required. I agree to complete improvements in a good and workmanlike manner after receiving approval from the ARC and/or the HOBOD, and understand that I must resubmit my request if modifications to these plans become necessary. The following conditions must be met in order for the ARC and the HOBOD to consider my request:

- 1) All proper applicable permits and/or licenses must be obtained.
- 2) Appropriate plans and/or drawings, as well as photographs must be submitted with my request.

Legal Owner(s) Signature(s): _____ Date: _____

(for ARC and HOBOD use only) Architectural Request Committee Action needed by: _____

Date Received by the Manager/Board members: _____

ARC ACTION	1) _____	2) _____	3) _____	4) _____
Approved As Submitted:	_____	_____	_____	_____
Approved With Conditions:	_____	_____	_____	_____
Disapproved As Submitted	_____	_____	_____	_____

Conditions for Approval Include the Following: