

WESTCHESTER OF HILLSBOROUGH HOMEOWNERS ASSOCIATION, INC.
 2753 S.R. 580, SUITE 202, CLEARWATER, FL. 33761; TEL: (813) 855-4860/(727) 771-7753
 FAX: (727) 238-8801
 ALTERATION APPLICATION

OWNER'S NAME: _____ DATE: _____ EMAIL: _____

ADDRESS: _____ PHONE: _____

Describe in detail, type of alteration and materials to be used. If more space is required, please attach to this form.

All applications for exterior changes must be accompanied by the relevant documents:-

1. Lot survey or plot plan showing proposed addition or modification, drawn to scale.
2. Elevation drawing or rendering or plans of proposed addition or modification.
3. List of primary materials to be used, including description and specifications.
4. Selected contractor with copies of license and workers compensation/liability Insurance.
5. Proposed start date and completion date

Upon signing this request, the homeowner understands that the Design Review Board functions only to recommend to the Board of Directors the acceptability of the appearance of changes to the building exterior, the community or land. There is no intention, expressed or implied, to approve or disapprove any equipment, its function, contractor or sub-contractor, or to make any representation that it meets applicable county codes or permitting requirements. The homeowner also accepts all responsibility for the maintenance of operation and/or appearance of any installation, change or addition and required permits. Owner also accepts all responsibility for maintenance and cost for any addition or change and its future upkeep and maintenance.

IT IS ALSO UNDERSTOOD BY THE OWNER THAT THE ASSOCIATION, ITS' BOARD OF DIRECTORS AND THEIR AGENT IS NOT RESPONSIBLE FOR DETERMINING COMPLIANCE WITH LOCAL ZONING OR PERMITTING REQUIREMENTS. FOR ANY WORK WHICH A PERMIT IS REQUIRED, A COPY OF THE PERMIT MUST BE FILED WITH THE ASSOCIATION AFTER APPROVAL OF THE BOARD OF DIRECTORS AND PRIOR TO COMMENCEMENT OF CONSTRUCTION. THE HOMEOWNER UNDERTAKES ALL RESPONSIBILITY FOR COMPLIANCE WITH CONSTRUCTION TO BUILDING CODE STANDARDS AND PERMITTING AND APPROVAL OF THE APPLICATION DOES NOT, IN ANY FASHION, CONSTITUTE A WAIVER OR EXCEPTION FROM APPLICABLE CODES OR PERMIT REQUIREMENTS.

 Owner's Signature

 Date

A REFUNDABLE DEPOSIT OF \$500 APPLIES TO ALL MAJOR PROJECTS (THOSE REQUIRING A PERMIT)
 NO ADVERTISING SIGNS ARE PERMITTED ON THE PROPERTY AT ANY TIME
 REMEMBER: PLEASE REINSTALL ADDRESS NUMBERS ON HOME AFTER A REPAINTING PROJECT

ACTION TAKEN BY THE ASSOCIATION

Date _____ Approved, No Exceptions Taken _____

Date _____ Approved, Exceptions Takes as Noted: _____

Date _____ Not Approved Because: _____

Revise & Resubmit:

Signature: _____

Please Print Name: _____

Signature: _____

Please Print Name: _____

OFFICE USE:

Date Received: _____	Major Construction Project: YES	Sent to Applicant : _____
	NO	