

Port Sewall Harbor & Tennis Club Architectural/Landscape Approval Form

Name of Applicant

Date of Application

Street Address

Telephone – Home

City, State, Zip

Telephone – Work

Address of Work Site

Description of Change:

The undersigned acknowledges that they are aware of, have read and understand, and shall comply with Article VI in the Association Covenants, and they have read the notes and instructions on the reverse of this form and understand that approval is being requested for the above described change. It is also understood that a decision may take as long as 30 calendar days and no work shall be started until a signed approval is received.

Applicant Signature

Co-Applicant Signature

=====

Signature

Date

APPROVED REJECTED

Circle One

=====

This application is rejected for the following reasons: _____

Description of Change:

Include all proposed additions, changes, modifications, etc. which include the color of materials, plans, drawings, location and, if known, the name of the company planned to do the work.

Conditions of Approval:

- 1. All work must comply with applicable codes, ordinances and regulations.**
- 2. All required permits must be obtained and displayed by owner prior to the start of work.**
- 3. Contractors must be off the premises by 6:00pm Monday through Saturday. No contractor work is permitted on Sundays or holidays.**
- 4. A \$200 security deposit shall be submitted with applications for installing a pool or working with concrete for possible common area damage.**

Covenant Article

Declarations under Association Covenants Article VI, Building and Landscape Plans, apply.

Procedures:

Please submit approval form with plans and specifications. If you have any questions, call a member of the Board of Directors.

The Architectural Board will review this application and render a decision within 30 calendar days.

A rejected application may be resubmitted with appropriate changes or argument, and will then be reviewed by the Board of Directors. A decision will again be returned within 30 days.

Those who have submitted a security deposit shall notify the Architectural Board or member of the Board of Directors of completion, at which time a member of the committee or Board will inspect the work for compliance. A deposit refund can be made contingent upon the suitable condition of the affected area.