

# Covered Bridge Townhomes Property Owners Association

## Architectural Review Submittal Form

**Instructions:** Please complete this form and return with a copy of your alteration proposal drawing with dimensions.

Covered Bridge Townhomes Property Owners Association

c/o Ameri-Tech Community Management 24701 US Highway 19 N Suite 102

Clearwater, FL 33763 | Phone: (727) 726-8000 | Fax (727) 723-1101

**APPLICATION FOR ALTERATIONS, INSTALLATIONS & LANDSCAPING CHANGES**

Date: \_\_\_\_\_ 20 \_\_\_\_\_

Unit Owner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

DESCRIBE IN DETAIL, THE TYPE OF ALTERATION AND MATERIALS YOU PROPOSE TO USE ON THE ARCHITECTURAL REVIEW FORM (Page 2).

An application requesting approval of any alteration which affects or modifies the existing exterior walls or exterior appearance of the building, and therefore in the common element, MUST BE ACCOMPANIED BY A DETAILED DRAWING INDICATING LOCATION, SIZE AND TYPE OF CONSTRUCTION, AND OR OTHER PERTINENT INFORMATION.

Include a site plan drawing and a description of materials to be used including any landscaping changes if they are a part of this proposal.

If approval is granted, it is not to be construed to cover approval of any governing codes or requirements. A building permit from the Pinellas County Building Department will be required on most property alterations or improvements. The owner is responsible for compliance with all code and permitting requirements.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, that the application, the heirs and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration, or addition. It is understood and agreed that the ASSOCIATION, et al are not required to take any action to repair, replace or maintain any approved change, alteration or addition, or any damage resulting there from for any reason to the existing original structure, or any other property. THE OWNER ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE, AND ITS FUTURE UPKEEP. Also, the homeowner acknowledges that the Association and Management Company will be held harmless from any liability arising there from; and indemnify them from all losses, costs, expenses and attorney's fee (s) in connection with any such addition to their home or surrounding area. APPROVAL PROCESS MAY TAKE 15 TO 30 CALENDAR DAYS.

Owners' Signature \_\_\_\_\_ Date \_\_\_\_\_

Owners' Signature \_\_\_\_\_ Date \_\_\_\_\_

- See conditions, special restrictions, unapproved modifications or explanation on the 2nd page of this form. Please contact your A.R.C. if you have any questions regarding the completion of this form.

**COVERED BRIDGE TOWNHOMES PROPERTY OWNERS' ASSOCIATION, INC.**

**APPLICATION FOR ALTERATIONS, INSTALLATIONS & LANDSCAPING CHANGES**

**APPLICATION**

Description of work to be completed:

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Contractor: \_\_\_\_\_

License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

**PLANS & DRAWINGS ARE TO BE INCLUDED IF APPLICABLE** (include site, elevation, details and specifications).  
Please list attachments and anticipated dates for start and completion of the alterations.

Inspected by: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

Notes: \_\_\_\_\_

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**Architectural Review Committee Final Decision:**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Approved with conditions\*

Conditions for Approval \*: \_\_\_\_\_

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A.R.C. Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_