



**Architectural/Landscape Alteration
Request & Approval Form**

Association Name: _____

Step 1. Review the Architectural guidelines defined in the Declaration of Covenants.

Step 2. Fill out this application.

Step 3. Submit a completed copy of the application and plans to (remember the attachments) Keller Property Management. Incomplete applications that have insufficient information will be denied.

Step 4. Wait for a response from the Architectural Review Committee. The response will be mailed to you.

Homeowner Information

Homeowner Name(s)		
Address		City/State/Zip
Home Phone	Work Phone	Email Address

Occupant Information (if different from above)

Occupant Name(s)		
Address		City/State/Zip
Home Phone	Work Phone	Email Address

Description and reason for proposed alteration

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Proposed work schedule and completion date

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Work will be done by:

<input type="checkbox"/> Self <input type="checkbox"/> Outside Contractor	Contractor Information	Name	
		Address	City/State/Zip

Homeowner agrees to the following:

- A. No alterations/improvements may be commenced until written approval is received from the Architectural Review Committee. Alterations/improvements must be completed as represented in this Application, or as modified by any changes required as a condition of approval.
- B. The owner is responsible for obtaining any required building permits.
- C. The owner, not the Association, Board of Directors, or Review Committee, is responsible for (i) the construction standards and specifications relating to the alterations/improvements and construction work; and (ii) determining whether the alterations/improvements violate any restrictions or requirements imposed by any governmental authority having jurisdiction over the Unit.
- D. The owner shall hold harmless, indemnify and defend the Association and its officers, directors, and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorneys' fees and costs of litigation incurred by the Association, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance, or regulation; (ii) the adequacy of the plans or specifications submitted by the owner in connection with this application; and (iii) the construction of the alterations/improvements.

Homeowner's Signature	Occupant Signature (if not homeowner)
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Approved Denied

Reason for Denial:

Homeowners are responsible for compliance with all state and local building codes