



**ALTERATION APPLICATION**

OWNER'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOMEOWNER ASSOCIATION NAME: \_\_\_\_\_

DESCRIBE IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(IF MORE SPACE IS REQUIRED, PLEASE ATTACH TO THIS FORM. THANK YOU)

An application requesting approval for any alteration which occurs outside the exterior walls of the building, **MUST BE ACCOMPANIED BY A COPY OF YOUR LOT SURVEY WITH A SKETCH INDICATING LOCATION, SIZE, AND TYPE OF CONSTRUCTION, ALL APPLICABLE CONTRACTOR PROPOSALS, AND ANY OTHER PERTINENT INFORMATION AS MAY BE NECESSARY. IF PAINTING, PAINT SAMPLES MUST BE SUBMITTED.**

If approval is granted, it is not to be construed to cover approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Architectural Review Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, their hires 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 YOUR HOMEOWNERS ASSOCIATION AND MELROSE MANAGEMENT PARTNERSHIP, ET AL, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS' ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

ACTION TAKEN BY THE ASSOCIATION:

DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE FOR THE ARCHITECTURAL REVIEW COMMITTEE

1600 West Colonial Drive • Orlando, Florida 32804

Phone: 407-228-4181 • 800-647-0055

Fax: 407-228-4171

Daytona Beach • Fort Myers • Jacksonville • Orlando • Palm Harbor • Sarasota • Tampa • Port Charlotte

www.melrosemanagement.com



### **IMPORTANT INFORMATION FOR ALTERATION APPLICATIONS**

The accompanying application form must be completed, and must be signed by all owners of the property. Please review the Declaration of Covenants, Conditions and Restrictions for a complete description of your responsibilities regarding Architectural Review Committee requirements and submittals.

**Please be advised that all Alteration Applications submitted for review to your Association must be accompanied by a \$35.00 processing fee, made payable to Melrose Management Partnership. This fee is non-refundable and must be received before the application will be considered by the Architectural Review Committee.**

You may return this application and accompanying documentation, if any, to Melrose Management Partnership, 1600 West Colonial Drive, Orlando, Florida 32804, Phone (407) 228-4181, fax (407) 228-4171.

The Architectural Review Committee will act upon your application at their next scheduled meeting. When your application is acted upon, a properly executed copy will be returned to you. **The Architectural Review Committee has up to thirty (30) days after submission of your request to respond. Please keep this in mind when applying for an alteration.**

**Under no circumstances is any alteration to begin without the proper approval of your Association.**

If you have any questions, please contact your property manager at the telephone number on this form.

THANK YOU FOR YOUR COOPERATION.

BOARD OF DIRECTORS

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