

**Casita de Castilian
Architectural Design Approval Form**

Name: _____ Unit #: _____

E-mail: _____

Home Phone: _____ Work Phone: _____

No addition, alteration, or improvement that would be visible from the exterior of the building in which the unit is located...shall be made without the prior written approval of the Board of Directors. See Section 4.2 of Declaration. If in doubt, ask.

Additionally, Common Elements of each unit that require prior written approval for any additions, alterations or improvements to front and rear patios include:

- Front and rear patio flooring
- Patio roof coverings
- Exterior landscaping excluding potted plants
- Solar panels
- Windows, doors, and masonry
- Exterior painting

Prior to committee review, the homeowner must sign to verify that:

1. His/Her Association fees are paid and current
2. No Liens and /or fines are owed to the Association
3. I understand and agree that:
 - (a) A copy of this request shall be returned to me after review by the Architectural Design Committee.
 - (b) No work on this request shall commence until written approval of the Architectural Design Committee has been reviewed by me.

Homeowner Signature: _____

Date Signed: _____

Place completed form and attachments in Clubhouse mailbox by office door.

REQUEST

Description of Request - Provide full details of purpose and/or reason, type, color, size of improvement and materials, and location utilizing page two of this form. Use additional 8 1/2" x 11" paper if necessary.

**NOTE: AN ACCURATE DRAWING MUST BE ATTACHED;
AN ACCURATE SITE PLAN MUST BE INCLUDED.**

1. Contractor Name, Address, and Phone Number:

2. Description of work to be done:

3. Type of materials to be used:

4. Color(s) to be used (include sample paint chips or materials if appropriate):

5. Dimensions of structure (height, width, etc.) if applicable:

Architectural Design Committee requests will be reviewed within 30 days.
Requests will be approved, denied or returned for additional information.

HOMEOWNER SIGNATURE: _____

DATE SIGNED: _____

The Casitas de Castilian Architectural Design Committee has taken the following action on this application:

_____ **REJECTED.** Application does not meet the Design Guidelines.

_____ **REVIEWED THE APPLICATION.** The following revision and additional submissions are required.

_____ **REVIEWED AND CONDITIONALLY APPROVED** the Architectural Design Form with the following changes required:

_____ **REVIEWED AND APPROVED.** The submission meets the requirements of the Casitas de Castilian Homeowners Association. This approval is subject to all applicable permits, codes, and regulations, which are the responsibility of the homeowner.

APPROVED BY: _____

DATED: _____