



SIERRA DEL MAR PROPERTY OWNER'S ASSOCIATION
Request to Architectural Review Committee
For Approval to Modify Property



To be filled in by applicant(s) (please print clearly):

Date of request: _____

Name of applicant(s): _____

Property address: _____

Mailing address (if different): _____

Phone number(s): _____

In accordance with the requirements of Article IX of the Declaration of Covenants, Conditions, and Restrictions of Sierra Del Mar Property Owner's Association to which I belong, I hereby request approval for the following modification(s): (Describe here in detail, including color, etc., the modification(s) requested) **Please email completed application with documents to: Accapps@grsmgt.com**

Applicant(s) Signature: _____ Date: _____

_____ Date: _____

INSTRUCTIONS

1. Review Architectural Guidelines prior to completed this form located on our website at www.sierradelmarboca.org
2. Complete **ALL** items below requiring information. Sign where required.
3. **Two legible sketches** of the proposed work for minor projects or preliminary approval of major projects.
4. **License, insurance and worker's comp of party(ies) performing work and a copy of the permit if required.**
5. **Two complete sets of plans and specifications** prepared by an architect, landscape architect, engineer or other qualified person shall be attached to this application for additions and/or major remodeling of a unit's exterior.
6. Information contained in these plans and specifications should show the nature, kind, shape, height, materials, color scheme and location of the requested change or alteration, depending on the type of modification requested.
7. As a condition precedent to granting any request for a change, alteration or addition, the applicant, his heirs and assigns, hereby assume sole responsibility for the repair, maintenance or replacement of any such addition, alteration or change.
8. The applicant assumes all responsibility for any infringement on or interference with existing facilities and easements in the property.
9. An approval or denial will be delivered within 30 days after request is received with **ALL** required documentation.

Additional documentation, information and notice for Solar Panel Installation:

- 1) Owner will maintain the conduits that run down the side of the property and will paint these with a color to match the scheme of the community that is already approved by the association;
- 2) Owner will maintain the solar panels in a neat and attractive condition and replace any cracked panels;
- 3) Owner acknowledge and represents that he obtained approval from his neighbor prior to performing any work on the shared roof; and
- 4) Owner acknowledges and represents that Association is responsible to maintain the common areas, and the Association will not have any obligation to make changes or otherwise perform non-regular maintenance to the landscaping or trees in order to assist with the efficacy of the solar panels.

Applicant(s) Signature: _____ Date: _____

ACTION TAKEN: APPROVED ☐ CONDITIONALLY APPROVED ☐ DISAPPROVED ☐ INCOMPLETE ☐

Reviewed by Board Member: _____ Date: _____