



Owner (Applicant):

Unit #:

Contractor Information:

Contractor Name:

License #

Contractor Phone: ()

Contractor Email:

Estimated Project Start Date:

Estimated Project End Date:

Contact information should the Board of Directors (BOD) wish to contact you for additional information:

Phone: ()

Email:

Mailing Address (if other than Marine Terrace): Street:

City:

State/Province:

Zip:

Modification or Addition Requested:

- | | | | |
|--|---|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Shutters | <input type="checkbox"/> Windows | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Flooring |
| <input type="checkbox"/> Solar Screen(s) | <input type="checkbox"/> Water Heater | <input type="checkbox"/> Cabinets | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Entrance Door | <input type="checkbox"/> AC Replacement | <input type="checkbox"/> Electrical | |

Description of your request:

Is this request in response to a violation letter we sent you? Yes No

Please be sure to attach/include the following information:

- A completed Architectural Submission Form (including signature below the Owner Acknowledgment notice on next page) including a description of the project.

Please send your request to: Marine Terrace, 401 N Riverside Drive, Apt. 105 (office), Pompano Beach, FL 33062

Upon approval of your request:

Please provide the Marine Terrace Board with a copy of your building permit(s) and proof of insurance with Marine Terrace named as the insured.

FOR OFFICE/BOARD OF DIRECTOR USE ONLY:

Date Submission Received:

- APPROVED APPROVED W/STIPULATIONS DENIED DENIED (INSUFFICIENT INFORMATION)

Stipulations / Comments / Suggestions:

BOD Pre-Approval Inspection:

BOD Post-Completion Inspection:



Architectural Submission/Application Form

Owners Acknowledgments

I understand:

- That no work on this request shall commence until I have received approval of the Board of Directors (BOD).
- All work must be started within 90 days of approval. Failure to initiate work within 90 days will automatically nullify the original approval and will require the homeowner to resubmit a request form.
- Any construction or alteration to the subject property prior to approval of the BOD is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the Association incurs any legal fees related to my construction and/or application, I will reimburse the Association for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That there are architectural requirements covered by the Association's Governing Documents and a board review process as established by the Board of Directors;
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval;
- That if approved, said alteration must be maintained per the Governing Documents of the Association.
- This alteration will not detrimentally affect any common areas or surrounding units. I will be responsible at my expense to correct any problems to such areas that may occur as a result of this work or alteration.
- The Builder/Applicant acknowledges and agrees that the BOD and Association assume no liability resulting from the approval or disapproval of any plans submitted. The BOD and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The BOD review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Declaration, By-Laws, or Lease as applicable. The Builder/Applicant agrees to grant the Association access to property at any reasonable hour to inspect for compliance issues.
- It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your association, the BOD and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.
- I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Board of Directors. The BOD has permission to enter the property to make inspections, as they deem necessary.

Owner / Applicant Signature:

Date:

Co-Owner / Applicant Signature:

Date:

Informational Addendum

REVIEW PROCESS – Your association's governing documents may stipulate the amount of time the BOD may take to render a decision. However, the BOD will make every reasonable effort to expedite the review process. Applications will be reviewed during the time-frame for completeness and the BOD may request additional information to help clarify your proposal.

APPLICATION – This application must be accompanied with necessary documents, photos, drawings, brochures, and information necessary to present to the BOD. Property owners must sign the application. Contractor's signatures for property owners will not be accepted. Modifications are not permitted to commence until the modification has been reviewed and approved by the BOD.

NOTIFICATION – All owners will be notified in writing by mail (USPS) once the request has been approved or denied.

APPEALS – If your association allows appeals of a Board of Directors decision, requests must be based on the association documents and time-frames stated by the documents.



Marine Terrace
P O M P A N O B E A C H