



CAM Firm License # CAB 4083
27501 South Dixie Highway, Suite 208 Homestead, Florida 33032
Tel: 305-242-7174
www.innovproperty.com
JenniferH@ipmsmiami.com ; YuleiskiP@ipmsmiami.com

Club La Costa Homeowners Association, Inc.

Request for Architectural Modification

Dear Homeowner(s):

Attached is an Architectural Modification Form for you to fill out and return to our office with the completed form along with all document required. Please make sure to attach the following information with your request:

1. Architectural Form (ACC) must be fully completed and signed;
2. Type of Alteration;
3. Sample material, color, and style;
4. A color photograph of the entire front of the house and a photograph of the area being modified;
5. Survey of the property (Only needed for structural changes);
6. Structural changes require architectural drawings;
7. Miami-Dade County Building & Zoning Permit Application (If permit needed);
8. If painting the exterior of the house, please attached the color samples with codes and color names, indicating which color is for the walls, the trims, and the door(s).
9. If you are installing Accordions Shutters, please attach a copy of Miami-Dade Product Control Notice of Acceptance.

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REQUEST FOR ARCHITECTURAL MODIFICATION

Any homeowners wishing to make any additional/alteration to the outside of a parcel, lot, unit, must complete and return this form to the management company at: *Innovative Property Management located at 27501 South Dixie Hwy Suite 208, Homestead, FL 33032*

In accordance with the Associations Documents and Rules & Regulations, all improvements must be completed within six (6) months of approval date or application is nulled. A copy of all required Dade County Permits is to be provided for Association Files prior to commencement of work.

To: Architectural Control Committee
From: Owner's Name: _____
Property Address: _____ Account # 13- _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
Email: _____

INSTRUCTIONS: Approval is hereby requested to make the following modification(s), and/or addition(s) as depicted below or on additional attached papers as necessary. Be specific, indicating type of material, color, shape, style, dimensions, etc. In order to process this request, the following must be attached:

- A COLOR PHOTOGRAPH OF THE ENTIRE FRONT OF THE HOUSE
- A photograph of your house where proposed changes will be performed
- A copy of Site Survey, with the proposed modifications drawn on the survey; the appropriate drawings showing both, a Plan view and an Elevation; and specifications of the proposed modifications.

Type of modification(s): _____

_____.

*IF PAINTING THE EXTERIOR OF THE HOUSE, PLEASE ATTACHED COLOR SAMPLES TO THIS APPLICATION, INDICATING WHICH ONE IS FOR THE WALLS AND THE TRIMS.

All changes and alterations shall also be subject to all applicable permit's requirements.

Date Requested Signature of Unit Owner

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Date Received: _____ () Approved () Disapproved

Date Application Reviewed: _____ Approved or Disapproved by: _____

Comments: _____

_____.