

# Gramercy Farms

MASTER ASSOCIATION, INC.

## ALTERATION APPLICATION

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

DATE: \_\_\_\_\_

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

E-MAIL ADDRESS: \_\_\_\_\_

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

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

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

All applications 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 THE ALTERATION DRAWN ON IT SHOWING LOCATIONS, DIMENSIONS AND DISTANCES. INCLUDE A SKETCH INDICATING SIZES, HEIGHTS, MATERIALS, COLORS AND TYPE OF CONSTRUCTION AND OTHER PERTINENT INFORMATION AS MAY BE NECESSARY. IF THIS INFORMATION IS NOT INCLUDED YOUR REQUEST WILL BE RETURNED TO YOU. ALSO, PLEASE INCLUDE PICTURES OF YOUR SELECTION.**

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 for most property alterations and/or improvements. The Architectural Review Board (ARB) shall have no liability or obligation to determine whether such improvement, alteration or addition complies 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 GRAMERCY FARMS MASTER ASSOCIATION, INC. IS 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 ASSUME ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

I agree not to begin any property improvement(s) until the ARB notifies me in writing of their decision. **If any change is made that has not been approved, the ARB has the right to ask me to remove the improvement from my property.**

OWNERS' INITIALS \_\_\_\_\_

OWNERS' INITIALS \_\_\_\_\_

Alteration Application (Continued)

# Gramercy Farms

MASTER ASSOCIATION, INC.

Page two

Items which would require the submittal of an Alteration Application to the ARB are, **but are not limited to** the following items:

1. Painting of structures, including houses
2. Fence installations
3. Swimming pools
4. Spas
5. Any gas or fuel tanks, above ground or buried
6. Screen enclosures
7. Satellite dishes
8. Landscape changes (such as adding planter/shrub beds, or eliminating major portions of landscaping. This does not include the planting or removal of annual bedding plants.) It **does include** curbing around planting beds and installing lawn statues or other lawn ornamentation.
9. Removal of trees
10. Any additional structure or alteration to the exterior of the dwelling, or other existing structure

**NOTE: WHEN IN DOUBT CALL RIZZETTA & COMPANY 407-472-2471 FOR CLARIFICATION BEFORE STARTING ANY PROJECT ON THE EXTERIOR. THE ABOVE LIST IS JUST A SAMPLE AND IS NOT INTENDED TO INCLUDE EVERY POSSIBLE SCENARIO OR SITUATION.**

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

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

**ACTION TAKEN BY THE ASSOCIATION:**      DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ APPROVED WITH CONDITIONS: (See below) \_\_\_\_\_

PRE-APPROVED WITH CONDITIONS: (See Page Three) \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

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