

Highland Community Management

ALTERATION APPLICATION

OWNER'S NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

EMAIL ADDRESS: _____ SUBDIVISION: _____

DESCRIBE IN DETAIL, TYPE OF ALTERATION:

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

An application requesting approval for any alteration which occurs outside the exterior walls of the building **SHOULD BE ACCOMPANIED BY A SKETCH INDICATING LOCATION AND SIZE OF THE PROPOSED ALTERATION AND A COPY OF THE CONTRACTOR'S ESTIMATE (IF APPLICABLE) SHOWING THE COLORS, STYLE OF THE CHANGES AND MATERIALS TO BE USED.**

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 on most property alterations and/or improvements. The Architectural Review Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

Homeowner Signature: _____ Date: _____

_____ Approved
_____ Approved with changes (see attached)
_____ Denied: see reasons

HOA Signature: _____ Date: _____

***Please return form by email: admin@hcmanagement.org**