

# Highland Community Management

## ROOF ALTERATION APPLICATION

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

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

EMAIL ADDRESS: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

DESCRIBE IN DETAIL, TYPE OF LANDSCAPE ALTERATION:

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

### **PLEASE INCLUDE THE FOLLOWING ITEMS ALONG WITH THIS APPLICATION:**

- **A picture of the shingles/roof materials to be used to show color and materials they are made of.**
- **The contractor's estimate of the new roof to confirm the materials to be used.**
- **A current picture of your home to review color of home with color of new roof.**

*\*Any missing documents can delay the review of your application.*

(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](mailto:admin@hcmanagement.org)**