

# Highland Community Management

## **STRUCTURAL ALTERATION APPLICATION**

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

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

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

DESCRIBE IN DETAIL, TYPE OF ALTERATION:

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

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

- **A picture of the structure you will be installing to include the materials, color and dimensions**
- **A copy of the contractor's estimate to confirm the structure to be installed**
- **A sketch of the proposed installation to be done on a survey of your lot**

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

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)**