

Request for Architectural Modification

Dear Homeowner(s):

As per your request, attached is an Architectural Modification Form for you to fill out and return to our office with the completed form and all attachments. Please make sure to attach the following information with your request.

1. The ACC Form 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 attach the color samples with color codes and color names, indicating which color is for the walls, the trims, and the door(s).**
9. If you are installing Hurricane Shutters, please attach a copy of the **Miami Dade Product Control Notice of Acceptance** and a **money order in the amount of \$15.00, payable to Courtesy Property Management. Cash is accepted ONLY at the office. Please, do not mail cash.**
10. If you need to obtain a Miami-Dade County Permit, you will need a Notarized Approval provided by the Association. There is a \$15.00 notary fee for this Certificate. The \$15.00

must be paid by money order payable to Courtesy Property Management, Inc. Cash is accepted ONLY at the office. Please, do not mail cash.

Incomplete and unsigned requests will delay the processing. Do not send originals. All documents will remain in our files.

Should you have any questions, please feel free to contact our office and ask for the Secretary or Property Manager of your Association at 305-254-3888.

The Board of Directors

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