

Request for Architectural Modification

Dear Homeowner(s)

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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.**
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.

**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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