

Community Condominium Services, Inc.  
Request for Modification

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Association: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Email: \_\_\_\_\_

Description of improvement to include colors and specifications (Attach addendum if more space required):

Most Frequent Items	Requirements for Submission	Attached
Balcony	No vinyl or composite railings or decking. Must use CCSI standard aluminum railing.	
Colonial Shutters	Must match existing for unit opening style. Pictures of existing shutters.	
Interior Renovations	Plan/Blueprints - 2 copies	
Landscape	Plan - 2 copies. Pictures of existing	
Miscellaneous (eg. lighting, hardware...etc.	Pictures	
Patios	Must be same size and match driveway pavers. Remove old patio. Maintain same height.	
Screen Doors	Wood split panel. Match Trim Paint. Pictures	
Storm Panels	Mount rail top and bottom of opening. White panels only. Colonial shutters required on french doors and primary windows. Pictures.	
Windows and Doors	Match existing pane configuration for unit style. Simulated divided lite only. Low E coating not noticeable from outside. Provide pictures of existing and new with product number.	

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I understand that all approved alterations or changes must be made within six (6) months of Architectural Review Board approval unless a specific written exception is requested. All work must be done Monday-Friday between the hours of 7:30 a.m.-5:00 p.m. so as not to cause a nuisance to neighboring homes.

I understand major renovations must be prepared by a Florida licensed architect at the Owner's expense.

I understand major renovation plans may require the review of an independent architect and/or engineer at the owner's expense.

The applicant has the sole responsibility for building permits, environmental and governmental permit, engineering tests, drainage and/or any other areas requiring professional/technical advice or approval.

The protection of the common area property, neighboring properties, and Developer's property is the responsibility of the applicant. If any damage is done to the common areas of the property or neighboring properties, it will be the responsibility of the applicant to make appropriate repairs.

Disposal of all garbage and/or construction materials is the sole responsibility of the applicant. Any debris found on empty lots or in developer dumpsters will be removed and a fee for removal will be assessed to the applicant.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**WORK MUST NOT COMMENCE WITHOUT WRITTEN APPROVAL FROM THE ARCHITECTURAL REVIEW COMMITTEE.**

**NO FEE REQUIRED unless work is completed without prior ARC approval.**

The Architectural Review Committee will respond to your request within 30 days of application.

The below notice serves as the Architectural Review Committee's response to your request as referred above. Please note any comments made by the committee as listed below.

Status:    \_\_\_ Rejected    \_\_\_ Approved    \_\_\_ Conditional    \_\_\_\_\_ Shutter Color

Comments: Must meet all ARC Guidelines \_\_\_\_\_

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

Conditions: \_\_\_\_\_

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

\_\_\_\_\_  
Committee Member Signature