



ARCHITECTURAL REQUEST FORM

Homeowner's Name _____ Date _____

Morningside Address _____

Address to send approval letter _____

City _____ State _____ Zip _____

Primary Contractor _____ Phone # _____

Proposed Starting Date _____ Proposed Completion Date _____

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR REQUEST:

- M* Application fee of \$ 75.00. This can be charged to your account or paid by check.
(As detailed on page 9 of the Rules as Regulations.)
- M* Detailed written description of improvement, a set of plans, and examples of materials.
- M* Signed copy of "Condition of Approval and Disclaimer" attachment.
- M* Signed "Facing and Adjacent Neighbor" statement if improvement impacts sight line or lot line, if requested by the Architectural Committee.
- M* Location of improvement to house, the dimensions and survey of lot line, if requested.
- M* Minor additions, changes or alterations (costing less than \$7,500) will require a \$500.00 construction deposit. Major remodeling developments will require a \$1,000.00 construction deposit.
(As detailed on page 9 of the Rules and Regulations for more information.)



CONDITIONS OF APPROVAL AND DISCLAIMER

1. Unless specifically agreed otherwise in writing by the Architectural Committee, approval of the submitted plans is expressly conditioned upon the owner agreeing to assume the cost for any additional maintenance directly or indirectly caused by the proposed modification(s), additions(s), or improvements(s).
2. During the approval process, the Association may require that its architect, landscape consultant, attorney, contractor, etc. review the proposed plans. Any fees for these services will be charged to the homeowner. **Such review(s) are very limited in scope and may not be relied upon by the owner to ensure correctness of plans from either a legal, architectural, structural, engineering, landscaping, etc., standpoint.**
3. The applicant FURTHER AGREES AND REPRESENTS that, as a condition of submittal, they have independently reviewed and confirmed that the proposed plans are correct from a legal, structural, architectural, engineering and/or landscaping standpoint and will not in any way, other than that which has been disclosed in the application, negatively impact the Association or cause damage or additional maintenance to Association-owned and/or maintained property.
4. The applicant FURTHER AGREES AND REPRESENTS that the applicant has complied/will comply with all applicable Federal, State, County and City laws and ordinances and has obtained all necessary permits in connection with the proposed plans. Applicant further agrees to send copies of all permits to the Association prior to the actual implementation of the proposed plans.

PLEASE NOTE THAT APPROVAL OF THE PROPOSED PLANS BY THE ASSOCIATION DOES NOT CHANGE OR ABROGATE THE APPLICANT'S OBLIGATION TO OBTAIN ALL NECESSARY PERMITS AND/OR COMPLY WITH ALL APPLICABLE GOVERNMENTAL REGULATIONS.

Homeowner Name _____

Homeowner Signature _____ Date _____



FACING & ADJACENT NEIGHBOR STATEMENT

(Required if improvement impacts the sight lines, property lines or if requested by Architectural Committee)

FACING NEIGHBOR:

Name	Address	Signature
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FACING NEIGHBOR:

Name	Address	Signature
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ADJACENT NEIGHBOR:

Name	Address	Signature
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ADJACENT NEIGHBOR:

Name	Address	Signature
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The above neighbors have seen the plans I am submitting for Architectural Committee approval. I understand neighbor objections do not in themselves cause denial or approval; however, the Architectural Committee may contact the neighbors to determine their objections and their appropriateness, if necessary.

Submitted by:

Homeowner Signature _____ Date _____

Morningside Address _____



NOTICE OF COMPLETION

Please return this form when you are completed with your work. This will facilitate the return of your construction deposit.

Notice is hereby given that:

The undersigned is the owner of the property located at:

Property Address

The work of improvement on the described property was completed on:

____ Day of _____, 20____ in accordance with the Architectural

Committee's written approval through the above owner's plans and submitted package.

Homeowner Name _____

Homeowner Signature _____ Date _____