

# IMPROVEMENT APPLICATION

Community: Cornerstone Villas

Section: \_\_\_\_\_

For any construction, modification or addition to the exterior of your home, an improvement application must be submitted to the Board of Trustees for approval. The object of requiring these applications is to ensure your improvement conforms to the Association's Declaration, enhances the beauty of your community, maintains the architectural harmony of your community and, in no way, inconveniences other owners.

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

Name: \_\_\_\_\_ Lot # \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Requested Improvement: \_\_\_\_\_

Location of Improvement: \_\_\_\_\_

Color: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Construction Material: \_\_\_\_\_

Contractor: \_\_\_\_\_

Supplies: \_\_\_\_\_

Approximate Cost: \_\_\_\_\_

**The following MUST be submitted along with this application:**

- **Plot Plan of the lot (showing the location of the home and proposed placement of improvement)**
- **Scale drawing of ALL improvements showing the EXACT location and dimension of improvement**
- **Photograph or detailed sketch of improvement**

I understand the rules concerning the proposed improvement and that the Design Review Committee has 30 days to respond to this application. This improvement in no way encroaches on a neighbors' limited common area or common ground nor does it disrupt any drainage ways. I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement. I further agree to obtain all licenses and/or building permits and meet all legal requirements for building codes. I am aware that any improvement in an easement or right of way is at the owner's risk.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR ASSOCIATION USE ONLY:**

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Approved: \_\_\_\_\_ No: \_\_\_\_\_ Date of owner notification: \_\_\_\_\_

Signature of committee/Board member: \_\_\_\_\_

Special details or provisions for approval: \_\_\_\_\_

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