**VERMILION LAGOONS ASSOCIATION**

**PROPERTY MODIFICATION APPLICATION**

Effective date: November 1, 2021

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Application Date:

**CONTACT INFORMATION**

Name(s) of property owner(s) submitting this application:

Street address where modification will be undertaken:

Phone number:

Email Address:

Current mailing address for property owner if different from above:

Contact information for property owner representative (if any) example: architect, builder, attorney.

Name:

Address:

Phone number:

Email address:

**MODIFICATION INFORMATION**

Brief description of modification:

Proposed timeline for completing this modification:

Does the proposed modification meet all the Association’s Architectural Standards and Guidelines? Y/N

If, no, please explain:

Has the owner met with the Architectural Advisory Committee? Y/N

If yes, on what date?

Name of Committee member?

**SUPPLEMENTAL MATERIALS**

Supplemental Materials (the “Supplemental Materials”) shall ACCURATELY AND COMPLETELY describe the proposed Modification and convey, in a manner that can be easily understood, full compliance with the Standards and, to the extent applicable, the Guidelines.

Supplemental Materials may include, but are not limited to:

1. Graphical drawings or diagrams and dimensions of the building’s foundation, floor, roof, structure, electrical system, plumbing system, and HVAC system; elevations; building cross-sections; wall sections; details of exterior trim, eaves, columns, gutters and downspouts, windows, roofs, steps, porches, railings; and Yard improvements.
2. Written specifications and/or manufacturers product literature providing detailed descriptions of materials and their installation.
3. Photos and/or photographic renderings.
4. Samples of certain materials that show a true representation of what is to be installed, including, but not limited to: color; texture; and size.
5. Any other relevant documents, drawings and information requested by the Board the Architect.

**The undersigned certifies and attests that all information and matters contained in this Application and in any Supplemental Materials are accurate, complete, and truthful.**

**SIGNATURES**

Name:

Signature:

Date:

Name:

Signature:

Date:

**WHERE TO SEND A COMPLETED APPLICATION**

The completed Application shall be submitted to the Board. The Application may be hand-delivered or mailed through the United States Postal Service and/or submitted electronically. The Board’s USPS mailing address and email address may be found on the Association’s website.

END APPLICATION