

COLUMBIA SQUARE MAINTENANCE ASSOCIATION ARCHITECTURAL CONTROL APPLICATION

ARCHITECTURAL IMPROVEMENTS

Please complete this request form and attach two (2) copies of your proposed improvement plans. The thirty (30) day review period does not commence until the Columbia Square Architectural Control Committee has received a complete application. To assure prompt consideration, please review all submittal materials for completeness before sending them to the Architectural Control Committee.

Plan ahead and mail or deliver the application, two (2) sets of plans, **PICTURES** and **DRAWINGS** to the Association's Property Management Company at **least 30 days** prior to anticipated improvements or dish install:

COLUMBIA SQUARE ARCHITECTURAL COMMITTEE
C/O Amber Property Management
27261 Las Ramblas, Suite 100
Mission Viejo, CA 92691
FX: (949) 429-5933

THE FOLLOWING MUST BE COMPLETED OR YOUR APPLICATION WILL BE RETURNED:	
Owner:	Date:
Mailing Address:	
Home Phone #:	Work Phone #:
Property Address:	

ARCHITECT OR CONTRACTOR: (IF APPLICABLE)	
THE FOLLOWING MUST BE COMPLETED OR YOUR APPLICATION WILL BE RETURNED AND DENIED UNTIL RESUBMITTED COMPLETED	
Name:	Phone:
Mailing Address:	
Contractor's License #:	Insurance Carrier:

DESCRIPTION OF IMPROVEMENT – PLEASE PROVIDE A DESCRIPTION OF PROPOSED IMPROVEMENTS: If necessary, use 2nd sheet of paper to describe your project/improvement

ANTICIPATED WORK SCHEDULE – AFTER BOARD APPROVAL:
(MUST BE COMPLETED WITHIN 90 DAYS OF APPROVAL)

Start Date:	Completion Date:
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I UNDERSTAND AND AGREE THAT:

1. No work shall commence until the written approval of the Architectural Committee has been received.
2. Building permits for the proposed work may be required and the cost of any permits and the responsibility of obtaining permits and subsequent County inspection will be the responsibility of the undersigned. Architectural Committee approval is not intended to be, nor shall be considered a substitute for approval by the necessary and appropriate governmental agencies. The Board has been informed that the County will not issue building permits for any improvement until the proposed improvement has been approved by the Architectural Committee.
3. The Architectural Committee's approval or disapproval shall be based on the considerations set for in the CC&R's and the Architectural Committee shall not be responsible for reviewing, nor shall its approval be any plan or design be deemed approved of, any plans or design from the standpoint of structural safety, engineering or conformance with building or other codes.
4. After approval is given, the project must be completed within a 90 day period.
5. I have read this application, the Association's CC&R's and I understand and agree to the terms and conditions of the Architectural Control Committee's review of my application, plans and specifications, as stated therein.
6. **INSTALLATION TO BE AT NO COST WHATSOEVER TO THE ASSOCIATION. ANY FURTHER MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE OWNER, HEIRS OR ASSIGNS.**

I (We) acknowledge and agree that I (we) will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which result from the requested modification. I (We) hereby indemnify the Columbia Square Maintenance Association from and against any and all such claims. I (We) understand and acknowledge that I (We) am (are) responsible for complying with all applicable codes and ordinances, and for obtaining all necessary permits and inspections for the requested modification and further that I (We) am (are) responsible for all maintenance, repair and upkeep of said modification.

SIGNATURE OF ALL OWNERS:

Owner: _____ Date: _____

Owner: _____ Date: _____

BOARD OF DIRECTORS RESPONSE:

APPROVED: DENIED:

Date: _____ Signed: _____

Comment: _____
