

# ARCHITECTURAL AND LANDSCAPE IMPROVEMENT APPLICATION

**Step 1: Review the Architectural Guidelines for your Association**

**Step 2: Fill out this application**

NAME(s): \_\_\_\_\_ ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF ALTERATION/IMPROVEMENT: \_\_\_\_\_

CONTRACTOR'S NAME/COMPANY: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**Step 3: Attach the following Documents to your application:**

(FOR STRUCTURAL CHANGES: A copy of your original lot survey or a drawing of your lot; indicating the placement of home & proposed improvement/alteration (i.e. if building a deck, draw placement of deck on survey/drawing). Will be reviewed by the Architectural Control Committee/Board of Directors

(FOR LANDSCAPE IMPROVEMENTS: Submit a drawing of the landscape improvement; a professional drawing is preferred although a hand drawing is acceptable if not available. Will be reviewed by Landscape Committee/Board of Directors

(FOR ALL IMPROVEMENTS/ALTERATIONS: Provide a written description or picture of the alteration/ improvement (catalog pages, brochures, website printouts are acceptable. Include a specific list of materials (i.e. for deck include type of wood, paint/stain colors, dimensions)

## **The homeowner agrees to the following:**

1. No alterations/improvements may be commenced until WRITTEN approval is received from the Architectural or Landscape Committee. Alterations/improvements must be completed as represented in this Application, or as modified by any changes required as a condition of approval
2. The Owner is responsible for obtaining any required building permits
3. The Owner, not the Association, Board of Directors or Committees, is responsible for (i) the construction standards and specifications relating to the alterations/improvements and construction work; and (ii) determining whether the alterations/improvements violate any restrictions or requirements imposed by any governmental authority having jurisdiction over the Unit
4. The Owner shall hold harmless, indemnify and defend the Association and its officers, directors and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorneys' fees and costs of litigation incurred by the Association, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance or regulation; (ii) the adequacy of the plans or specifications submitted by the Owner in connection with this Application; and (iii) the construction of the alterations/ improvements

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Step 4: Submit Application and all attachments:**

**Email to: [CareTeam@rowcal.com](mailto:CareTeam@rowcal.com) or upload to your RowCal.com homeowner account under ACC Requests to submit directly to your Community Manager and ACC Committee.**

**Step 5: Wait for response from Architectural Review/Landscape Committee; response will be mailed/emailed to you following review within 30 days**