

Hamlet BOD Design Review (DR) Request Form

Homeowners are required to submit this form to the Property Manager for approval prior to exterior repair, modification or replacement.

Homeowner Name(s):	
Property address:	
Phone:	Alternate Phone:
Email address:	

TO HELP IN EXPEDITING YOUR REQUEST, PLEASE PROVIDE AS MUCH DETAIL/DOCUMENTATION AS POSSIBLE

Project Description: _____

Expected Start Date: _____ Expected End Date: _____

Checklist of support documentation:

Included:	N/A:	
<input type="checkbox"/>	<input type="checkbox"/>	Sketches (to scale), pictures
<input type="checkbox"/>	<input type="checkbox"/>	Construction and materials list
<input type="checkbox"/>	<input type="checkbox"/>	Technical source / manufacturer documents
<input type="checkbox"/>	<input type="checkbox"/>	Architectural engineering documentation
<input type="checkbox"/>	<input type="checkbox"/>	Professional contractor engagement scope
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance (COI) of contractor(s)
<input type="checkbox"/>	<input type="checkbox"/>	Perennial plants: mapping
<input type="checkbox"/>	<input type="checkbox"/>	Perennial plants: listing of plants if outside of approved plants list
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance Plan
<input type="checkbox"/>	<input type="checkbox"/>	Will technical research be required by Directors?

By signing below I acknowledge that:

- I expect to receive a response from the BOD through the Property Manager within 14 days of the next Board of Directors meeting;
- I assure that no work will commence prior to receiving written approval through the Property Manager;
- All alterations to dwellings comply with all applicable Town and State codes, laws, ordinances, rules and regulations and obtain all relevant permits;
- All alterations to dwellings comply with all applicable HoA rules and regulations, declarations and amendments;
- I understand that BOD approval does not constitute approval of the local building department;
- I agree to complete improvements promptly after receiving approval;
- I have read any accompanying instructions / design guidelines and will comply;
- I understand all projects are subject to final inspection by the BOD and/or the Property Manager.

Owner Signature

Date

Approved?: _____
Yes No