



**VENTNOR P CONDOMINIUM ASSOCIATION, INC.  
ARCHITECTURAL APPROVAL REQUEST**

Return to any Ventnor P Board Member or upload on our website: ventnorp.com

HOMEOWNER(S):

UNIT NO.:

CELL PHONE:

HOME PHONE:

EMAIL:

DESCRIPTION OF IMPROVEMENT: (check appropriate box)

- |                  |         |            |                    |
|------------------|---------|------------|--------------------|
| Storm Shutters   | Windows | Front Door | Sliding Glass Door |
| Screen Enclosure | Kitchen | Bathroom   | Other              |

**DETAILED DESCRIPTION BELOW:    *Expected start and completion dates:***

**REQUIRED DOCUMENTS (please see checklist for required information/items):**

1. Please submit a separate application for each improvement.
2. In the space provided above, provide as much information as possible regarding the exact location and description of the improvement or change.
3. Contractor's Information-Attachments:
  - a. A copy of the proposal/estimate for the improvement or change with full sets of plans and/or drawings and specifications from contractor.
  - b. Contractor's name, address, and telephone number of the contractor.
  - c. Contractor's license.
  - d. Contractor's Certificate of Insurance: Ventnor P Condominium Association, Inc. named as an additional insured.
4. If you are doing the work yourself, then include a detailed sketch or drawing of the improvement or change.
5. Hurricane Shutter applications must include a copy of the NOA (from your shutter company) and a diagram of all openings that will have shutters.

**I HAVE READ THE ABOVE APPLICATION AND THE VENTNOR P RULES THAT APPLY. IF APPROVAL IS GRANTED, I AGREE TO COMPLY WITH THE FOLLOWING CONDITIONS:**

1. This approval is only valid for sixty (60) days to begin the process. Other timing will be considered upon explanation.
2. You must hire a licensed and insured vendor. Ventnor P Condominium Association, Inc must be named as an additional insured.
3. You must obtain any permits required from the city, county, governmental agencies, etc.
4. You are responsible for all damage to underground utilities, including sewer, water, cable, electric and telephone.
5. You must remove all debris ( concrete, fill, etc.) from around your unit and common areas.
6. You are responsible to maintain the alteration.
7. You are responsible for any damage that may be caused to common areas such as the sidewalks or roadway from heavy equipment, and agree to pay for all costs related to the repairs or replacement of such damages.
8. Subject to the final inspection and approval of the association board after construction is completed.
9. No changes may be made in plans after approval without the prior written consent of the Association.

**PLEASE NOTE: OTHER CONDITIONS MAY BE APPLICABLE. THESE CONDITIONS WILL BE DETERMINED AND STIPULATED ON AN INDIVIDUAL BASIS.**

**ACKNOWLEDGMENT**

I / we, hereby make application for approval, pursuant to the regulations of my association, for the architectural change above noted and if said approval is granted, I agree to comply with the conditions stipulated herein. I further understand that I may be prosecuted by my association should I fail to comply with the covenants and restrictions of the association, or if I intentionally misrepresent information on this form.

SIGNATURE OF APPLICANT(S):

DATE:

**ASSOCIATION APPROVAL/DENIAL**

DATE:

**COMMENTS:**

Approved / Denied By:

Name:

Approved / Denied By:

Name: