

**ALTERATION APPLICATION**

**OWNER'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**DESCRIBE IN DETAIL TYPE OF ALTERATION AND THE MATERIALS TO BE USED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(If more space is required, Please attach additional pages to this form. Thank You)*

An application requesting approval for any change, alteration or addition which occurs outside the exterior walls of the building and is, therefore, common element, **MUST BE ACCOMPANIED BY A COPY OF YOUR LOT SURVEY WITH A SKETCH INDICATING LOCATION, SIZE AND TYPE OF CONSTRUCTION AND OTHER PERTINENT INFORMATION AS MAY BE NECESSARY.\*\***

If approval is granted, it is not to be construed to cover approval of any County or City Code Requirements. A permit from the appropriate department is needed on most property alterations and/or improvements. The Design Review Board shall have no liability or obligation to determine whether such change, alteration or addition complies with any applicable law, rule, regulation, code or ordinance. PERMITS ARE THE RESPONSIBILITY OF THE HOMEOWNER.

As a condition precedent to granting approval of any request for the change, alteration or addition to an existing structure or property, the applicant, their hires and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. **IT IS UNDERSTOOD AND AGREED THAT KEY VISTA VILLA HOMEOWNERS' ASSOCIATION, INC. AND RESOURCE PROPERTY MANAGEMENT, ET AL, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNERS AND ITS' ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.**

**DATE:** \_\_\_\_\_ **OWNERS'S SIGNATURE** \_\_\_\_\_

**ACTION TAKEN BY THE DESIGN REVIEW BOARD:**

**DATE:** \_\_\_\_\_ **APPROVED** \_\_\_\_\_ **NOT APPROVED** \_\_\_\_\_

**AUTHORIZED SIGNATURE FOR DESIGN REVIEW BOARD** \_\_\_\_\_

**NOTE: APPROVAL OF THIS APPLICATION IS GOOD FOR ONE (1) YEAR.** If you have not completed your alteration within that time period, another application must be completed and approved.

\*\* IF APPLICABLE

IMPORTANT INFORMATION FOR ALTERATION APPLICATIONS

The accompanying application form must be completed and must be signed by all owners of the property. Please review the Declaration of Covenants, Conditions and Restrictions as well as the Design Review Manual for a complete description of your responsibilities regarding the Design Review Board requirements and submittals.

You may return this application and accompanying documentation, if any, to:

Key Vista Villas Clubhouse  
2910 Wood Pointe Dr.

Please place in the mailbox just inside the door on the left

The Design Review Board will act upon your application at their next scheduled meeting. When your application is acted upon, a properly executed copy will be returned to you. The Design Review Board has up to thirty (30) days after receipt of your request to respond. Please keep this in mind when applying for an alteration.

UNDER NO CIRCUMSTANCES IS ANY CHANGE, ALTERATION OR ADDITION TO BEGIN WITHOUT THE PROPER APPROVAL OF THE DESIGN REVIEW BOARD.

Questions should be directed to:  
Christian Cruz  
Resource Property Management Company  
727-796-5900

THANK YOU FOR YOUR COOPERATION  
DESIGN REVIEW BOARD AND THE BOARD OF DIRECTORS