

Key Vista Villas Homeowners Association

ALTERATION APPLICATION

LEGAL 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)

ESTIMATED DATE OF COMPLETION FOR PROJECT _____

An application requesting approval for any change, alteration or addition, INCLUSIVE OF EXTERIOR WALLS OF THE BUILDING AND BEYOND, **MUST BE ACCOMPANIED BY A COPY OF YOUR LOT SURVEY WITH A SKETCH INDICATING LOCATION, SIZE AND TYPE OF CONSTRUCTION, AND PERTINENT INFORMATION AS NECESSARY. IF A CONTRACTOR IS BEING UTILIZED, A COPY OF THE CONTRACT WITH THE CONTRACTOR'S NAME AND LICENSE NUMBER, AND A COPY OF THEIR CERTIFICATE OF INSURANCE MUST BE PROVIDED WITH THE APPLICATION.**

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 AND A COPY MUST BE PROVIDED TO THE DESIGN REVIEW BOARD.**

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 heirs and assigns thereto, hereby accept sole responsibility for the repair, maintenance, or replacement of any such change, alteration, or addition. All landscape applications that require irrigation changes and/or repairs are the responsibility of the Homeowner(s).

IT IS UNDERSTOOD AND AGREED THAT KEY VISTA VILLAS HOMEOWNERS ASSOCIATION, INC., KEY VISTA VILLAS DESIGN REVIEW BOARD 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 HOMEOWNER(S), AND ASSIGNS THERETO ACCEPT ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

DATE: LEGAL OWNER(S) SIGNATURE _____

ACTION TAKEN BY THE DESIGN REVIEW BOARD:

REVIEWED BY: _____ (initial only)

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, another application must be completed and approved.

Key Vista Villas Homeowners Association

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IMPORTANT INFORMATION FOR ALTERATION APPLICATIONS

The accompanying application form must be completed and must be signed by 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.

Digital submissions are preferred and are quite easy. The DRB Digital Alteration Application e-form can be found on our website at mykeyvista.com/villas.

If you are unable to submit the Application digitally, complete this form and return with accompanying documents, if any, to:

Key Vista Villas Clubhouse
2910 Wood Pointe Dr.

Please place in the mailbox just inside the Clubhouse marked **DRB**.

The Design Review Board will act upon your application as soon as possible. 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 CIRCUMSTANCE IS ANY CHANGE, ALTERATION OR ADDITION TO BEGIN WITHOUT THE PROPER APPROVAL OF THE DESIGN REVIEW BOARD.

Questions should be directed to:

Any member of the DRB (DRB member contact information can be found on KVV Website)

THANK YOU FOR YOUR COOPERATION

DESIGN REVIEW BOARD AND THE BOARD OF DIRECTORS