



# VTE CONSULTING LLC

Any homeowner wishing to make an additional/ alteration to the outside of a parcel **must** complete and return this form.

- ❖ **WORK MAY NOT COMMENCE UNTIL THIS FORM HAS BEEN APPROVED IN ACCORDANCE WITH THE ASSOCIATION DOCUMENTS**
- ❖ All improvements must be completed within three (3) months of approval date.
- ❖ A copy of all Dade County permits is to be provided for association files.

Name of Owner: \_\_\_\_\_ Account Num.: \_\_\_\_\_

Property Address: \_\_\_\_\_

Balance: \$ \_\_\_\_\_ Community Name: \_\_\_\_\_

Day phone: \_\_\_\_\_

Approval is hereby requested for the following modification(s), and/or modifications as described below and/or on attached pages. Please indicate below what type of changes or alterations you wish to make. **Be specific**; indicating what type of material, color, shape, style, dimension, etc. In order to process this, request the following must be attached:

1. A photograph of your house where proposed changes will take place
2. A copy of the site survey with proposed modifications drawn on the survey showing both plain view and elevated view & specifications of the modification.

Select all that apply (  )

- Addition
- Doors
- Outdoor Lighting
- Driveway
- Awning
- Gutters
- Basketball Hoop
- Exterior Plant
- Garage Door
- Hurricane Shutters
- Landscaping
- Iron, metal or similar bars

For doors, windows, hurricane panels and shutters a copy of the Miami-Dade County Product Control Approval or Notice of Acceptance is **needed**.

): Is this a re-submittal?: Is this in response to a violation? :

Patio Yes  Yes

Play Structure

Pool No No

Roof: Identical

Satellite 18"/ Antenna

Screen: Identical

New Screening/ Enclosure

Solar collectors

Window treatment

Wall Fence

Roof Repairs

Other: \_\_\_\_\_

_____
Anticipated date of commencement
_____
Time for completion of Improvement
_____
Contractors/ Owners Signature

All changes and alterations shall be subject to all applicable permits requirements and to all applicable governmental laws, statutes, rules, regulation orders, and decrees. Neither the Board of Directors, nor any member thereof, shall be liable of the association, any homeowner, or any other person or entity for any loss, damage, or injury arising out of, or in any way connected with, the performance or non-performance of the board duties hereunder, unless due to the willful misconduct of bad faith of a member, and only that member shall have any liability. The board shall review and approve or disapprove all plans submitted to it for any proposed improvements, alterations or addition solely on the basis of aesthetic consideration and the overall benefit or detriment, which would result to the immediate vicinity and to the community.

Association Approval:	Neighborhood Name:	President or Authorized Rep.'s Signature
<input type="checkbox"/> <b>Approved</b>		_____ Title: _____

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**FOR OFFICE USE ONLY**

Date of received application: \_\_\_\_\_

Received by:

Date of approval/ disapproval: \_\_\_\_\_

Approved     Denied     Deferred

\_\_\_\_\_  
Architectural Control Committee

Your approval is subject to the following:

1. You are responsible for obtaining any necessary permits from the appropriate building and zoning department(s).
2. Access to areas of construction is only to be allowed through your property. You are responsible for any damages done to the common area during construction.

Explanation of Conditions and/or denial:

**VTE CONSULTING, LLC**

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