

**CORAL TREE PLAZA OWNERS ASSOCIATION**

**APPLICATION FOR ARCHITECTURAL CHANGE**

All requests for changes to or affecting the Common Area, Exclusive Use Common Area, or Internal Remodels that affect water, gas, plumbing lines, or wall removal must have the written consent of the Board of Directors prior to change being undertaken. Fill in this form completely in order for the Board to review your request. **A \$1,000 refundable deposit must submitted with this form.** All contractors must submit a Certificate of Insurance and Licenses.

Owners Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Unit # \_\_\_\_\_

\_\_\_\_\_  
Telephone(\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

General Description of the work to be performed and the approximate cost (attach additional pages for drawings as appropriate) along with a copy of your contractors Certificate of Insurance.

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

City Construction Permit to be obtained? Yes \_\_\_\_ No \_\_\_\_

If a permit was not obtained, please provide a waiver from the City of San Diego Building Department.

Name of Contractor \_\_\_\_\_

Contractor's License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Contractor's Liability Insurance Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Contractor's Worker's Compensation Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**IMPORTANT NOTICE**

For your protection, inquire with either the City or the County about permit requirements before starting any work on this property involving new construction, additions, alterations, or any modifications to structural, electrical, heating, air conditioning, water, gas, or sanitary plumbing systems. The Board of Directors requires that building permits be obtained whenever the law requires. Copies of permits and inspection cards must be provided to the Association. The homeowner must notify the Association of any pending City inspections to allow an Agent of the Association to attend. Approval of the application by the Board is conditioned upon the homeowner complying with all applicable City and County laws.

All electrical, heating, air conditioning, water, gas, or sanitary plumbing systems must be inspected by an Agent of the Association prior to you or your Contractor closing any walls. The Agent may require an inspection fee for which the homeowner will be responsible for paying.

**PERFORMANCE DEPOSIT**

The owner requesting an architectural change or modification is required to submit a performance deposit of \$1,000 as a condition for consideration of this application. The deposit shall act as the Board's guarantee that the work will be performed in accordance with the plans submitted with this application as well as other conditions set by the Board. Upon the completion of work, the modification will be inspected to ensure it complies with the approved specifications. Deviation from the specifications will result in the deposit being forfeited, and the funds used to restore the area to its original condition. If the Board finds the change or modification is in compliance with the approved specifications, the unused deposit is fully refundable to the owner 45 days from the date the Board of Directors or its authorized agent receives written notice from the owner that the change or modification is completed.

In order to obtain approval for new construction, additions, alterations, or any modifications to structural, electrical, heating, air conditioning, water, gas, or plumbing systems, submit:

1. The Architectural Application, along with all permits, certifications, and licenses that accompany the requested work.
2. Specific plans and specifications detailing the changes you wish to make. This should include details of the type of construction, dimensions, type of materials, etc. ANY DEPARTURE FROM THE SUBMITTED DESIGNS OR PROPOSED MATERIALS OF ANY SIGNIFICANCE WITHOUT PRIOR WRITTEN CONSENT OF THE BOARD RENDERS THIS APPROVAL NULL AND VOID.

By his or her signature below, the homeowner submitting this application agrees to abide by all of the requirements of the Board of Directors and the CC&Rs dealing with the architectural changes and assumes the responsibility.

Signature of Homeowner \_\_\_\_\_

Signature of Homeowner \_\_\_\_\_

**ATTACHMENT 1**

**DESCRIPTION OF IMPROVEMENTS**

*[Describe the improvement as in your Architectural Application and include any plans if applicable]*

**ATTACHMENT 2**

**SPECIAL REQUESTS**

*[Please include any days that you will need the elevator padded or assistance at the property]*

