

MILESTONE

ARCHITECTURAL CHANGE APPLICATION

Owner's Last Name, First Name

Owner's Mailing Address

Address of Lot on which changes are proposed

() - () -
Home Phone Work Phone

E-Mail

Complete the following if work is to be done by a third party:

Business Name

Business Contact

() - () -
Work Phone Pager

I DESCRIPTION OF IMPROVEMENT

Describe in detail the improvement (also, known as an addition, alteration or change) that you propose in accordance with the Milestone Architectural Standards, the Declarations, and the Rules and Regulations. Use additional pages if necessary and illustrate on a copy of your plat map the location of your improvement, if applicable. NOTE: CERTAIN TYPES OF IMPROVEMENTS REQUIRE A COUNTY BUILDING PERMIT. THE ASSOCIATION TAKES NO RESPONSIBILITY FOR OBTAINING THAT PERMIT. Call the County Building Inspector if you have questions.

The improvement/improvements that I propose to make is/are:

II ACKNOWLEDGEMENT OF ADJACENT OWNERS

Show and explain your completed application to the adjacent residents who would be most affected by the proposed project; two signatures are required in the next section.

FOR ARC USE

Routing: 1 Association Site File
2 Copy of completed application with Board determination to owner

Date of Receipt ____ / ____ / ____

APPROVED:

() As Submitted

() With provisions on page 2

NOT APPROVED: See page 2 ()

Coordinator or Board Member

____ / ____ / ____ Date of Review

Total Pages (including plat maps, etc.)

Return completed application, plat map and any other related requirements to the Milestone office during office hours or to the clubhouse drop box after hours. You may also send it by email to manager@milestonecommunity.com, or by fax to 550-7930. If you have any questions, please call the Milestone office at (804)550-4656.

