

**Williamsburg @ Heritage Ridge  
Condominium Association Inc.  
ARCHITECTURAL CHANGE APPLICATION**

772-546-5244 Office      772-546-5247 Fax

(Please print your information and read the requirements for approval. Attach documents as needed and submit completed form to Property Manager or Secretary in the clubhouse)

Date \_\_\_\_\_

Name: \_\_\_\_\_

Building No. \_\_\_\_\_ Unit # \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Signature of Home owner: \_\_\_\_\_

**Describe in detail the changes or modifications for which you are requesting approval:**

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**Contractor or Person(s) doing the work:** \_\_\_\_\_

**Please complete and sign this form and attach the following information as needed:**

1. Detail of Contractor's or Condo owner's proposal
2. Contractor's or Condo owner's sketch of work to be done
3. Verification or copy of Contractor's Occupational License
4. Verification or copy of Contractor's Liability Insurance
5. Verification or copy of Contractor's Workers Compensation Insurance

**Materials you may need to provide to ARC to make a decision on your request include:**

1. A picture, drawing or advertising materials displaying the items you are requesting for installation.
2. Any other materials or information that may assist in the evaluation of the project.
3. Please review section 9.4 Alterations & Additions, in your Declaration of Condominium Documents

**It is understood that the changes or modifications, which you are requesting may not:**

1. Interfere with or obstruct any easements or violate any of the Association's Documents or Covenants
2. Cause a nuisance or interference with the peace and privacy of other residents in the community!
3. Be performed by unlicensed contractors
4. Be performed without the required permits if applicable.

You will be notified within (5-7) business days (excluding weekends and federal holidays) of Architectural Review Committee (ARC) approval or disapproval of your request.

**On approved applications:** Work must commence within thirty days of approval and be completed within 15 working days, Request for time extension may be submitted.

**No work is to be started until this form is signed. Contractors must remove all debris or large items. The home owner dumpsters are for only normal household waste!**

**APPROVED**

**DISAPPROVED**

Signed & reviewed by ARC Member \_\_\_\_\_ Date \_\_\_\_\_

**Two Board Signatures Required:**

Board of Directors Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Directors Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_