



ARCHITECTURAL CHANGE REQUEST FORM

All applications, forms, drawings, diagrams, and the alike are not considered being received by the Board until received by Steel River Management Services, LLC.

info@steelrivermgmt.com / (412) 201-0700

Community Name: _____

Owner's Name: _____

Property Address: _____

Phone Number: _____ Email: _____

Approximate Start Date: _____ Completion Date: _____

PROJECT INFORMATION (CHECK ALL THAT APPLY):

- | | |
|---|---|
| <input type="checkbox"/> Fence | <input type="checkbox"/> Driveway / Concrete Work |
| <input type="checkbox"/> Pool | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Deck / Patio | <input type="checkbox"/> Solar Panels |
| <input type="checkbox"/> Exterior Painting | <input type="checkbox"/> Shed / Accessory Structure |
| <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Landscaping / Tree Removal | |

Please note not all options may be permitted in your community.

MATERIALS AND SPECIFICATIONS:

- Color(s): _____
- Material Type: _____
- Dimensions (Height / Width / Depth): _____

Detailed Description of Proposed Improvement:

If more space is required, please attach to this form. The Board will only approve/disapprove the details provided on this application.

Every architectural request **MUST INCLUDE PHOTOS OF THE EXISTING AREA AND BE ACCOMPANIED BY A SKETCH INDICATING LOCATION, SIZE, AND TYPE OF CONSTRUCTION AND OTHER PERTINENT INFORMATION AS MAY BE NECESSARY, AND A SITE PLAN.**

To expedite the process please include the contractor information and proof of insurance (if required by your association).

Vendor Name: _____

Phone Number: _____ **Email:** _____

Please attach proof of insurance if applicable.

If approval is granted, it is not construed to cover approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Board and/or Architectural Committee shall have no liability or obligation to determine whether such improvement, alteration, and addition comply with any applicable law, rule, regulation, code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration, or addition to an existing basic structure, the applicant, their heirs, and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration, or addition.

IT IS UNDERSTOOD AND AGREED THAT THE COMMUNITY AND STEEL RIVER MANAGEMENT SERVICES, LLC 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 AND ITS ASSIGNS ASSUME ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

Submission Checklist:

- Photos of Existing Area
- Site Plan / Elevation Drawing
- Material Specifications
- Contractor Information
- Certificate of Insurance (if required)
- Municipal Permits (if required)

Incomplete applications will not be submitted for review, and the review period will not begin until all required documentation has been received.

Owner Acknowledgement:

I understand that:

- No work may begin until written approval is received from the Association’s Board or Architectural Committee. The Board or Architectural Review Committee will review completed applications within 30 days of receipt unless stated otherwise in the governing documents.
- Approval by the Association does not waive required municipal permits.
- I am responsible for ensuring compliance with all governing documents.
- I am responsible for any damage to common elements during construction.
- I am responsible for ensuring the improvement does not alter drainage patterns or interfere with utilities.
- The Association may require removal or modification of unapproved work.
- Approval is valid for 90 days from the date of approval. If work does not commence within this period, the approval shall expire unless a written extension is requested and granted by the Board or Architectural Review Committee.
- Once commenced, the project must be completed within 120 days unless otherwise approved.
- I will indemnify and hold harmless the Association, the Board, Committee members, and managing agent from any claims arising out of the approved improvement.

Date: _____ **Owner’s Signature:** _____

FOR ASSOCIATION USE ONLY:

Date Received: _____ Decision Date: _____

Decision: Approved Approved with Conditions Denied

Conditions / Notes:

Name: _____ Title: _____

Signature: _____