

**HAMPTON MEWS OF ST. ANDREWS EAST ASSOCIATION, INC.**

APPLICATION FOR ALTERATIONS FOR REVIEW BY  
THE ARCHITECTURAL REVIEW COMMITTEE (ARC)

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INSTRUCTIONS:

1. Complete entire form.
  2. Submit copies of any drawings to be approved or blueprints by the ARC.
  3. Work shall not commence until application is approved.
  4. Approved applications shall not be altered.
  5. Denied applications to the Board of Directors can be appealed.
  6. Contractors employed must provide Certificate of Liability Insurance.
  7. Work effecting existing roofs requires written approval.
  8. Sign and return to Property Manager.
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I/We, \_\_\_\_\_, the owner(s) of Unit # \_\_\_\_\_ address,

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Hereby request approval to make the following changes or alterations to our unit.

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Drawing attached: (Yes ) (No)

Roof change: (Yes ) (No)

By this request, we as owners assume full responsibility for conformity, installation, maintenance, replacement and costs of the above work. We further agree to indemnify and hold harmless Hampton Mews of St. Andrews East Association, Inc. for any claims arising out of this action.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DENIED; REASONS: \_\_\_\_\_

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ARCHITECTURAL REVIEW COMMITTEE, BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BOARD, BY: \_\_\_\_\_ DATE: \_\_\_\_\_

YOUR APPROVAL IS SUBJECT TO THE FOLLOWING:

1. You are responsible for obtaining the necessary permits from the appropriate Building and Zoning Dept.(s).
2. Access to areas of construction is only to be allowed through your property, and you are responsible for any damages to the common areas during construction.