

# BERKLEY SQUARE

Vero Beach

*Architectural Control Committee*

## Request for Modification

<b>Name:</b>		<b>Date:</b>	
<b>Lot #:</b>		<b>Model:</b>	
<b>Address:</b>		<b>Phone:</b>	

### Description of Improvement to include colors and specifications:


### You must include the following items if applicable:

	Plan / Blueprints (2 copies)
	Deposit payable to Home Owners Association (see below for amount)
	Picture
	Material Sample
	Color Sample
	Site Plan (2 copies)
	Landscape plan, if applicable (2 copies)

**Failure to include these items will delay the processing of your request and could result in denial.**

I understand that all approved alterations or changes must be made within six (6) months of Architectural Control Committee approval unless a specific written exception is requested. All work must be done Monday – Saturday between the hours of 9:00AM – 6:00PM so as not to cause a nuisance to neighboring homes.

The applicant has the sole responsibility for building permits, environmental and governmental permits, engineering tests, drainage and/or any other areas requiring professional / technical advice or approval.

The protection of the common area property, neighboring properties, and Developer's property is the responsibility of the applicant. If any damage is done to the common areas of the property or neighboring properties, it will be the responsibility of the applicant to make appropriate repairs.

**ACC Request Form**

Disposal of all garbage and/or construction materials is the sole responsibility of the applicant. Any debris found on empty lots or in developer dumpsters will be removed and a fee for removal will be assessed to the applicant.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**WORK MUST NOT COMMENCE WITHOUT WRITTEN APPROVAL FROM THE ARCHITECTURAL CONTROL COMMITTEE.**

DEPOSIT MUST BE SUBMITTED WITH THIS APPLICATION

*Make check's payable to:* Berkley Square Homeowners Association, Inc.

1. *Major alteration or addition* – modification-taking place after the original construction which is significant enough to warrant the issuance of a building permit including a pool, screen enclosure, etc. Deposit --- \$500.00 **\*\*A COPY OF THE BUILDING PERMIT MUST BE SUBMITTED TO A.R. CHOICE MANAGEMENT.**
2. *Minor alteration or addition* – modifications of a relatively insignificant nature, including shutters, exterior paint change, screened front porch, solar panel installation, satellite dish request or fence request.

This document, deposit and any plan, picture, drawing, etc... should be mailed to:  
**Berkley Square Architectural Control Committee, c/o AR Choice Management, Inc.**  
**100 Vista Royale Blvd., Vero Beach, FL 32962**

**THE ARCHITECTURAL CONTROL COMMITTEE WILL RESPOND TO YOUR REQUEST WITHIN 30 DAYS OF APPLICATION.**

**RESPONSE TO BE COMPELTED BY ACC**

*The below notice serves as the Architectural Control Committee's response to your request as referred above. Please note any comments made by the committee as listed below.*

<b>Status:</b>	<input type="checkbox"/> <b>Rejected</b>	<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Conditional</b>
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**Comments:**


**Conditions:**


**Architectural Control Committee:** \_\_\_\_\_

**BERKLEY SQUARE**