

RANCHO MADERA

HOMEOWNERS ASSOCIATION

ARCHITECTURAL REQUEST FORM

Name of Owner _____ Date _____

Property Address _____

Day Phone _____ Home Phone _____

Proposed Improvement (include drawings, brochures and color chips, as applicable. Be as detailed as possible.)

Proposed Start Date _____ Expected Completion Date _____

Submit two (2) copies of this form as well as any additional information describing the modifications/additions (including dimensions, materials to be used, color, locations on the property, distances to property lines, and elevations of improvements relative to existing dwelling.)

The intent of this request form is to maintain consistency throughout Rancho Madera Homeowner Association and compliance with our governing documents. This form is not a substitute for any permits required by the city, county or state. All work is subject to inspection by the homeowner's association.

PRIOR TO FINAL SIGN OFF: Upon completion of work, the Applicant shall give written notice to the Management office via letter, fax or email that the work is done.

Owner's Signature _____ Date _____

Note: PLEASE TAKE THE TIME TO INCLUDE ALL REQUIRED INFORMATION. PARTIALLY COMPLETED REQUESTS WILL BE RETURNED, CAUSING DELAYS IN PROCESSING. Mail requests to:

The Emmons Company
P.O. Box 5098
Thousand Oaks, CA 91359

CONDITIONS FOR APPROVAL:

This request is not approved unless signed by the Architectural Committee. DATE APPROVEAL GRANTED: _____

Signed By: _____

Signed By: _____ Signed By: _____

Final SIGN-OFF by: _____ Final SIGN-OFF DATE: _____