

Mariner's Quay Condominium Association, Inc.
ARCHITECTURAL MODIFICATION REQUEST FORM

I. Property Owner Information

Name: _____

Address: _____

Telephone Number: _____

Email: _____

II. Information Required:

Contractor Name: _____ Business License Number: _____

Contractor Address: _____

Attached to this Application are the following required documents:

- Copy of Signed Contract
- Detailed Plans with Description of Materials to be used
- Contractor's Certificate of Liability Insurance (COI) listing the Association and Property Management Company as additional insured parties
- IRS Form W-9
- Current business license
- Current Workman's Compensation Insurance documentation

III. City of Chesapeake Permit

You or your Contractor must contact and work with the City of Chesapeake and obtain all required Permits. Obtaining a Permit does not authorize construction. You must obtain Association written approval prior to starting your Work.

IV. Owner Certification

I, the above-named Unit Owner(s) am submitting the following information and documents to the Association for consideration and approval by the Association. I understand I am not to begin work until I have received written approval from the Association.

APPLICANT SIGNATURE: _____ **Date:** _____

Return the completed Application with all required documentation to the Property Manager.

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Date Application Received: _____ **Application Number Assigned:** _____

I, the following, a representative of the Board of Directors certify that the following Action of the Association has been taken with the above Application:

Approved.

Approved with the following Conditions: _____

Denied for the following reasons: _____

For the Mariner's Quay Board of Directors

Signature: _____ **Date:** _____