

**CHECKLIST FOR ARCHITECTURAL REVIEW**

**\* PLEASE PRINT AND COMPLETE THIS CHECKLIST AND SUBMIT WITH THE ACC APPLICATION  
ALONG WITH ALL MATERIALS NEEDED TO PROCESS\***

**SUBMIT ONE (1) APPLICATION PER IMPROVEMENT  
DO NOT SUBMIT THE APPLICATION UNLESS ALL REQUIRED INFORMATION IS COMPLETED.**

Date: \_\_\_\_\_ ASSOCIATION NAME: ASHTON PARC \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Address of Improvement: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**APPLICATION MUST INCLUDE:**

- Copy of Property Survey, marking location of improvement, if applicable
- Copy of Blueprints, if applicable
- Picture(s) / Image(s) / Sample(s) / Color of Material Used, if applicable
- Brief Description of Improvement: \_\_\_\_\_

**CONTRACTOR INFORMATION**

If you are contracting a company to do this work, the following must be included:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**COMPANY MUST SUBMIT COPIES OF THE FOLLOWING:**

- \_\_\_\_\_ Certificate of Liability Insurance – Not Expired, See Below
- \_\_\_\_\_ Workman’s Compensation Insurance or Exemption – Not Expired
- \_\_\_\_\_ Contractor’s County License – Not Expired

>>> Insurance Forms: Certificate Holder (bottom left corner of form) **MUST** Read As Follows:

**Ashton Parc Homeowners Association, Inc.  
c/o Campbell Property Management  
1215 E. Hillsboro Blvd.  
Deerfield Beach, FL 33441**

**APPLICATION FOR ARCHITECTURAL MODIFICATION  
ACC FORM FOR REVIEW**

ACC forms take approximately 30 days to process. Please note modifications can NOT begin until you receive an answer/approval in writing. You do not have to call to check status of application.

For processing of this application, please mail/drop-off/fax/email to the address below: (DO NOT FAX)  
**c/o CAMPBELL PROPERTY MANAGEMENT, 1215 E. Hillsboro Blvd. Deerfield Beach, FL 33441**

**Please be sure to include required pictures, samples, property survey, plans and/or specifications so there is no delay/return.**

Association Name: **Ashton Parc**

Property Address:

Date Applying:

Daytime #:

Email:

Name of Owner(s):

Approval is proposed for the following modification(s), addition(s), and/or alteration(s) as described below and/or on attached page(s):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Addition to Building Structure        | <input type="checkbox"/> Landscaping Additions/Modifications | <input type="checkbox"/> Pool Installation       |
| <input type="checkbox"/> Exterior Paint as per approved Colors | <input type="checkbox"/> Patio Furniture Visible             | <input type="checkbox"/> Satellite Dish Location |
| <input type="checkbox"/> Exterior Lighting/Solar Lights        | <input type="checkbox"/> Patio/Terrace/Decks                 | <input type="checkbox"/> Screen Enclosure        |
| <input type="checkbox"/> Fence as per approved Criteria        | <input type="checkbox"/> Pavers/Driveway/Paver Extensions    | <input type="checkbox"/> Spa/Jacuzzi             |
| <input type="checkbox"/> Hurricane Panels/Accordion Shutters   | <input type="checkbox"/> Play Structure/Playgrounds          | <input type="checkbox"/> Other: _____            |

**THIS IS A RE-SUBMITTAL**     Yes     No

Additional Information/Detail: \_\_\_\_\_

Attached...Please note you **MUST** provide the following: (If Applicable) **Process will be delayed if missing!**

- |   |   |
|---|---|
| <input type="checkbox"/> Color plan(s)                                      | <input type="checkbox"/> Property Survey, showing location of Modification(s) |
| <input type="checkbox"/> Drainage Surface Water Plan                        | <input type="checkbox"/> Sample(s)/Picture(s)                                 |
| <input type="checkbox"/> Initial or Revised Plan(s) and/or Specification(s) | <input type="checkbox"/> Contractor License and Insurance                     |
| <input type="checkbox"/> Material(s) Designation Plan/Sample(s)             | <input type="checkbox"/> Other: _____   |

**By Initialing below applicant agrees and acknowledges as follows:**

	Owner agrees to be fully responsible at Owner's sole expense for any and all damages to common areas or neighboring yards; including damages done by delivery trucks and vehicles. Access to construction areas is only to be allowed through owner's property.
	Owner agrees and understands that should the owner desire to install any new improvement or landscaping within the boundary of a lot, a drainage surface water plan prepared by a professional irrigation or engineering company certified to the Association will be required to accompany this application. Said water plan must certify that the proposed improvement or landscaping will not adversely affect the drainage and irrigation of the Community and/or any adjacent lots.
	Owner agrees and understands to be responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s). Furthermore, owner agrees to comply with the Declarations, and Rules & Regulations of the "Association" in all respects. Owner agrees to remise, release, acquit, satisfy, and forever discharge "Developer", "Management Co.", and the "Association(s)" of and from all, and all manner of, action and actions, cause and causes of action, suits, debts, sums of money, accounts, bills, covenants, controversies, agreements, promises, damages (including consequential, incidental, punitive, special or other), judgments, executions, claims, liabilities and demands, whatsoever, at law and in equity (including, but not limited to, claims founded on tort, contract, contribution, indemnity or any other theory whatsoever) in any way related to any previous representations made by "Developer", "Management Co.", and the "Association(s)", and the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused there from; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.
	Owner agrees to defend, indemnify and hold harmless "Developer", "Management Co.", and the "Association(s)", against any and all claims, costs (including without limitation reasonable attorney's fees, paraprofessional fees and court costs at all levels), actions, liabilities and/or expenses in any way related to the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused there from; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.
	Owner agrees to compliance to all the Declarations, Rules & Regulations of the Association(s) in all respects.
	<b>Owner agrees, understands and acknowledges that failing to abide by the aforementioned will be deemed as grounds for this request being DENIED.</b>

Anticipated Commencement Date: \_\_\_\_\_

Anticipated Time for Completion: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

**(FOR ARCHITECTURAL CONTROL COMMITTEE/PROPERTY MANAGEMENT OFFICE USE ONLY)**

Approved        Conditionally Approved        Disapproved        Date: \_\_\_\_\_  \_\_\_\_\_  
(Signature of ACC Chairperson)

Requests **APPROVED** or **CONDITIONALLY APPROVED**, **are subject** to stipulations on letter of approval. Request **DISAPPROVED**, **as per explanation** on letter of disapproval.