

SUNDANCE TOWNHOMES ASSOCIATION

ARCHITECTURAL CHANGE APPROVAL APPLICATION

(ALL WORK MUST START WITHIN 3 MONTHS AFTER APPROVAL OR APPLICATION WILL BE CANCELLED)

Homeowner Name: _____
Property Address: _____
Mailing Address: _____
Work Phone: _____ Home Phone: _____ E-mail: _____

DESCRIPTION OF REQUEST: PROVIDE FULL DETAILS, including but not limited to:

- Description of what is being changed and how.
- Photo, drawing, diagram or blueprint showing related products, architectural modifications and location.
- Manufacturer's name, model, style, color, material specifications or other modes to identify all products.
- Contractor, architect, engineer and/or company responsible for construction and/or installation – including contact information.

Proposed Start Date: _____ Proposed Completion Date: _____

I understand that:

- · No work described on this application may commence until written approval has been granted, and my acceptance of terms returned to the Association.
- · I shall comply with any conditions of approval as specified in the written approval.
- · I must obtain all required approvals and permits from the applicable governmental authorities.
- · Processing may take up to 30 days from the date a completed application is received by the Association.

Owner's Signature : _____ Date : _____

Approved: _____ Date: _____

**PLEASE CALL TRANSPACIFIC MANAGEMENT SERVICE UPON COMPLETION OF YOUR PROJECT
FOR A VISUAL INSPECTION**

ARC sign off on completed work: _____ Date: _____

Mail, Fax or Email completed form to:
Sundance Townhomes Association
c/o Management Trust - Transpacific
12607 Hiddencreek Way Suite R
Cerritos, Ca 90703-2146
Phone: (562) 926-3372 ext 1307 • Fax: (562) 926-8555 •
E-mail: val.cuonzo@managementtrust.com

Revised: 02/19/13

PLEASE FILL OUT THE 1.0 HOMEOWNER/PROPERTY INFORMATION AND SUBMIT IT WITH THE SUNDANCE ARC REQUEST FORM.



City of Cerritos Department of Community Development
Civic Center • 18125 Bloomfield Avenue
P.O. Box 3130 • Cerritos, California 90703-3130
Phone: (562) 916-1201 • Fax: (562) 916-1371
www.cerritosgis.com • www.cerritos.us

HOA APPROVAL FORM

For all properties located within a homeowners association (HOA), written HOA approval is required prior to obtaining plan approval and/or building permits from the City of Cerritos. This form must be completed and submitted together with the required planning/permit application for all exterior work. Although separate HOA approval letters and/or signature stamps may be submitted as supplemental information, a completed copy of this form is still required.

1.0 HOMEOWNER/PROPERTY INFORMATION

1.1 Name(s): _____ 1.2 Phone number: _____

1.3 Property address: _____

1.4 What type of exterior work is being performed? Check all that apply:

- Exterior painting
- Exterior remodel (change in materials or architectural style; no added square footage)
- Front yard or driveway improvements
- New/replacement residence
- Re-roof
- Room addition
- Solar energy system
- Windows
- Other: _____

1.5 Homeowner's signature: _____ Date: _____

2.0 HOA INFORMATION/APPROVAL

This section must be completed by an authorized HOA representative.

2.1 HOA Name: _____ SUNDANCE

2.2 Check one: HOA approval...

- IS required for one or more of the items checked in Section 1.4 above. Complete Sections 2.3 through 2.8 below.
- IS NOT required for any of the items checked in Section 1.4 above. Complete Section 2.8 only.

2.3 What is the highest level of review and approval required by your HOA for the proposed work checked in Section 1.4 above? Check one:

- Board of Directors
- Architectural/Design Review Committee
- Property Manager
- Other (please describe): _____

2.4 HOA approval noted in Section 2.3 above was granted on _____ (date)

2.5 Check one: Conditions of approval...

- WERE imposed on the project and are attached to this form.
- WERE NOT imposed on the project.

2.6 Said approval is for plans with the following date or revision number: _____ (date or revision number)

2.7 Check one: If plan modifications are required by the City, then the plans...

- DO require further review and approval by the HOA. (Submit a new copy of this form to the City.)
- DO NOT require further review and approval by the HOA.

2.8 Authorized HOA signature: _____ Date: _____

Printed Name: _____ Title: _____

FOR OFFICE USE ONLY	Received on (date): _____	Project Ref. Number: A/P# _____
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