



Application for Architectural Alteration/Variance

Please print:

Name _____

Cell Phone # _____ Home Phone # _____

Email address _____

Unit Address _____

Mailing Address if off site owner _____

1. Structure to be altered, please circle below:

WALL PATIO DECK DOOR GARAGE CARPORT LIGHTS CAMERAS WINDOWS FENCE OTHER

Applicant must submit this form and set of plans and specifications showing the nature, kind, shape, color, measurements, materials and location of proposed alteration. Major construction or installation must be performed by a licensed contractor and a copy of his/her Certificate of Liability Insurance and Workers Compensation Insurance must also accompany this application. This request will be considered for approval within 30 days of receipt. The purpose of this application is to provide a constant and compatible architectural design construction throughout our Lake Knoll Community.

2. Provide a general description of proposed work to be performed:

(use attachments if necessary)

3. Will this alteration require a permit? Circle one: YES NO

4. Who will perform the work described? Please circle below:

a) Licensed Contractor (Major alterations must be performed by a California State licensed, bonded and insured General Contractor in good standing with the state)

b) Homeowner

c) Other Please describe: _____

5. Will this alteration directly affect other units? Circle one: YES NO

If YES, please provide written permission from Homeowner(s) affected by this request.

6. Estimated date of work to begin _____

Estimated completion date _____

7. Please explain reason(s) for alteration:

8. Have you attached plans, specifications, pictures or sketches? Circle one: YES NO

9. Applicant's Signature _____

10. Date of Application _____

Notes For Applicant:

The Board of Directors will have 30 days from the date this application was received to take action. We will contact you with our decision or for any clarification.

Homeowners must complete approved architectural alteration/variance project within one year of date for approval or this action will be voided and submission of a new application will be necessary.

Extensions beyond the one year deadline may be requested in writing and submitted to the NPHOA Board of Directors no later than 45 days prior to the expiration of the original one year approval date.

Any damages to the siding, structures, enclosures, fencing, landscaping or any other part of the NPHOA property will be repaired by the Homeowners Association at the expense of the Homeowner.

SUBMIT THIS APPLICATION WITH ATTACHMENTS IN ONE OF THREE WAYS:

- Drop in the mailbox located on the left side of The Lodge's front door

or

- Mail to A.M.C. c/o Barbara Lemaster, 1545 Park Dr., Sacramento, CA 95815

or

- Scan both pages with attachments and email to barbl@assocmc.com

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FOR ARCHITECTURAL COMMITTEE USE ONLY!

Date Received _____

Received By _____

File Number (Year-Unit Number): _____

Architectural Review By:

Date of Review:

Recommendation:

BOARD OF DIRECTORS ACTION: (check) ___APPROVED ___REJECTED

ACTION NOTED IN MINUTES DATED: _____

APPLICANT CONTACTED BY _____ on _____

NPHOA ARCHITECTURAL COMMITTEE CHAIR SIGNATURE _____