

APPLICATION FOR ARCHITECTURAL IMPROVEMENTS



The following is a brief explanation of the architectural request process required for any improvements within the walls of your unit, regardless of the scope of the project. If you have any questions regarding architectural improvements, please contact the management office at (619) 294-2749.

1. Fill out the application for architectural improvements and if a contractor is being used, the contractor checklist must be completed with all of the appropriate paperwork.
2. Once all of the appropriate paperwork is filed, please submit the packet to the onsite management office, who will then submit it to the Board at the next Board of Directors meeting.
3. The Board decision will be sent to you in writing.

Owner: _____ Date: _____

Address at Uptown: _____ Phone: _____

Description of work to be performed (please include drawings)

I will/ will not (circle one) be using a contractor for the work specified above. If I choose to use a contractor for the work, the **contractor checklist** must be completed.

I _____ will assume responsibility for any work done under the above proposed improvement(s) which may in the future adversely affect the common area. In addition, I will assume all responsibility for all future maintenance of any additions or improvements I install. I acknowledge that all work is subject to inspection by the Board of Directors or their authorized agent.

Owners Signature

Owners Name (Printed)