

**Cloverplace Condominium Association, Inc.**

All applications, forms, drawings, diagrams and the like are not considered received by the Board until received by B + C Community Management, 3504 Ridge Blvd., Palm Harbor, FL 34684

**Phone: 727-239-5991**

**ALTERATION APPLICATION**

Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Describe in detail, type of alteration and materials to be used:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**(If more space is required, please attach to this form. Thank you.)  
The Architectural Control Committee will approve or disapprove only the item written above in the description of alteration.**

An application requesting approval for any alteration that occurs outside the exterior walls of the building **MUST BE ACCOMPANIED BY A SKETCH INDICATING LOCATION, SIZE AND TYPE OF CONSTRUCTION AND OTHER PERTINENT INFORMATION AS THEY MAY BE NECESSARY, AND A SITE PLAN.**

If approval is granted, it is not to be construed to cover any county or City code requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Architectural Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, their hires and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. **IT IS UNDERSTOOD AND AGREED THAT THE CLOVERPLACE CONDOMINIUM ASSOCIATION, INC. AND BAY MANAGEMENT, INC. IS NOT RESPONSIBLE FOR ANY CHANGE, ALTERATION OR ADDITION TO ANY STRUCTURE OR PROPERTY. THE HOMEOWNER AND ITS' ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.**

**DATE:** \_\_\_\_\_ **Owner's Signature:** \_\_\_\_\_

Conditions / Explanations:

Action by Architectural Control Committee: APPROVED: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Signature (1) \_\_\_\_\_ Signature (2) \_\_\_\_\_

Signature (3) \_\_\_\_\_ Signature (4) \_\_\_\_\_

Signature (5) \_\_\_\_\_ Date: \_\_\_\_\_

Conditions/Explanations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION TAKEN BY THE BOARD FOR VARIANCE: APPROVE: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

Signature: \_\_\_\_\_