

SOUTHPARK TERRACE HOMEOWNERS ASSOCIATION
PO BOX 92130
ANCHORAGE, AK 99509-2130
Tel 907-562-2929 Fax 907-562-3550 Email info@pmsialaska.com

EXTERIOR/STRUCTURAL ALTERATION APPLICATION

For this request to be considered, you must attach a drawing or plans of the work to be performed, describing: size, shape, color, materials to be used, location (on an as-built survey, if possible), trees to be cut down, intent of use, along with any photos of similar improvements if available. For your convenience, please submit this form to the management office well in advance of your intended start date!

NAME: _____ **LOT/BLOCK:** _____
ADDRESS: _____
HOME PHONE: _____ **WORK:** _____ **CELL:** _____
EMAIL: _____

TYPE OF IMPROVEMENT

- New Construction *
- Shed
- Fence
- Deck
- Exterior Painting
- Tree Removal
- Other _____

ATTACHMENTS

- Drawings/Plans/\$10,000 Refundable Deposit
- As-built Survey
- Photos
- Description (color/materials/size/etc)

DESCRIPTION OF REQUESTED IMPROVEMENT: _____

Start Date: _____, 20____ Completion Date: _____, 20____

ACC NOTES: _____

FOR HOA PROCESSING:

RECEIVED BY: _____ RECEIVED AT: MGMT ACC RECEIVED ON: _____
(INITIAL) (DATE/STAMP)

INSPECTED BY: _____
(NAME/INITIAL ACC MEMBER) (NAME/INITIAL ACC MEMBER) (NAME/INITIAL ACC MEMBER)

APPROVED NOT APPROVED LETTER SENT BY: _____ DATE SENT: _____

* As of December 11, 2012, new construction submittals require \$10,000 refundable deposit

IMPORTANT: The Architectural Control Committee will respond to your request within 30 days. A written response will be sent to the requestor. The project shall not be started until a written approval is received. Failure to obtain an approval can result in the Homeowners Association requesting removal of the alteration at the homeowners expense. Refer to the covenants (Article IV) for more details of penalties.