

# Ballantrae

HOMEOWNERS ASSOCIATION, INC.

## ALTERATION APPLICATION & AGREEMENT

Name of Owners/Applicants: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

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

*For the most up-to-date information on Design Review policies, log on to the association's web site  
[www.ballantraehoa.com](http://www.ballantraehoa.com)*

BRIEFLY DESCRIBE THE PROPOSED ALTERATION:

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

Who will do the work, if approved? \_\_\_\_\_

**REQUIRED ATTACHMENTS:** For painting, attach color samples and indicate where each will be applied (body of house, trim, front door, etc.). For other alterations, attach a drawing showing the proposed placement on your lot (use a copy of your official lot survey). Attach proposals, drawings, pictures or other documents that explain the design of the proposed alteration, the materials to be used and other details of the proposed alteration.

**TO: Design Review Board**

**I/we understand and agree to the following standard stipulations for alteration applications:**

- 1) No improvements or material alterations may be made to any lot or to any building without prior written approval from the Design Review Board.
- 2) All improvements and alterations will conform to the Declaration of Covenants, Conditions and Restrictions and the Design Review Criteria. The applicant(s) will furnish all plans, specifications, drawings and other information needed to determine conformity with these requirements.
- 3) All work will comply with building codes and all other applicable federal, state and local laws and regulations. The applicant(s) will be responsible for obtaining all necessary permits and approvals. Approval of this application does not constitute a determination that the proposed alteration is permissible under applicable laws and regulations.
- 4) The work will be completed as specified in the application. The applicant(s) will be responsible for correcting any unapproved variations from the approved plans and specifications.
- 5) The applicant(s) will be personally responsible for prompt correction of incidental damage to public or private property. Restoration may not be delayed while claims for damage are pending with contractors or insurance/bonding companies.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date Signed*

\_\_\_\_\_  
*Signature of Co-Applicant*

\_\_\_\_\_  
*Date Signed*

\*\*\*\*\*  
**For Association Use Only**

Approved \_\_\_ Approved With Conditions \_\_\_ Disapproved \_\_\_ Returned for More Information \_\_\_

By: \_\_\_\_\_  
*Name, Title and Date Signed*

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