

13022 Caminito Del Rocio
Del Mar, CA 92014 858-
755-1918



Application must be submitted by 2nd Monday for action In that month

Office Use Only: Date Received:	
By _____	
Neighbor Notification sent:	Date:

ARCHITECTURAL MODIFICATION REQUEST

APPLICATION

Name: _____

Modification Request # _____

Address _____

Unit _____

Unit Model: 'A B C D

Phone Number: _____

(circle one)

General description of proposed modification

Request only one type of modification per request form. For example, doors and solar tubes would require separate forms.)

Put enough Information to make clear what the proposed modification will look like.

1. Check portion of unit affected:

Balcony

Such documentation may include any of the following:
Common Area (Structural modifications will require substantial documentation.)
ATTACH 2 SETS PLANS & SPECIFICATIONS [per CCR's7.1

Scaled drawings (required)

Architectural scaled drawings

Electrical

Engineering scaled drawings (required for structural modifications.)

Exterior Wall

Plan view, elevations, cross sections

Interior, Structural

Drawings with enough detail to make intent clear,

Patio

Modifications which affect the exterior need to show the relation to neighboring units on either side. Existing walls need to be delineated differently from proposed walls.

Plumbing

Roof

All applicable dimensions (required)

Sliding glass door

Types of finishes to any exterior modification

Windows

Examples, samples, pictures, or brochures must be provided.

Other _____

Photographs of similar modifications (helpful)

Manufacturer Brochures (helpful)

3. Indemnification Release Form signed by owner and notarized. (This Indemnification form releases the Association from any responsibility for unit damage, now or in the future, caused by the modification and must accompany legal documents in any transfer of ownership of the unit.)

4. Proposed Contractor Name: _____

Address: _____

License Number

Classification

NO construction may begin until you receive conditional approval (pink form), and until any required city Building Permits, Contractor Certificate of Insurance, and any other Association requested documents have been provided to the Manager at the Sea Point Office.

OWNER SIGNATURE: _____ Date _____

Revised July 06