

Architectural Modification Checklist

**THE ARCHITECTURAL MODIFICATION PROCESS CAN TAKE UP TO 30 WORKING DAYS
ONCE WE RECEIVED ALL THE REQUIRED INFORMATION NEEDED FOR REVIEW.
Please do not contact our office for an update prior to the 15 working days**

**ANY ARCHITECTURAL APPLICATION WITH ANY MISSING DOCUMENTS BELOW
WILL NOT BE ACCEPTED AND IMMEDIATELY DECLINED - NO EXCEPTIONS**

1. Complete architectural application leaving no empty spaces required. _____
MUST contain a full description of the modification work requested.
And you must state if the work is to be conducted by the owner or a contractor.

2. Current Copy of the contractor's business license. _____

3. Current copy of the contractor's liability Insurance certificate. _____
The certificate holder must show your Association's Name and
Certificate must be current and cannot expire within 30 days of submission. _____
If the certificate is not correct the modification will be declined and you will need to resubmit.

Sample:

| CERTIFICATE HOLDER |
|-------------------------|
| Your Association's Name |
| 7787 NW 146th Street |
| Miami Lakes, FL. 33016 |
| |
| |

ACORD 25 (2001/08)

4. Boundary survey of your property showing the modification with dimensions _____
Survey must clearly indicate the changes you are requesting in color.
(survey needed for: Driveway, Patio extension, landscaping, Pergola install, pools. Etc)

5. Complete project documents, Miami Dade Notice of Acceptance (NOA), _____
contracts, and picture of the items being installed.
For painting the color swatch or complete color information with picture required

6. Permit number or Permit application submission number will be required _____
for major project (ex: Driveways, Windows, Door, Roof, Patio's, Pools, Property Extensions, etc.)

- ❖ All Documents must be submitted together no missing items.
- ❖ Your account must be current before approval can be released.
- ❖ No work can begin until you received the approval letter from our office.
- ❖ Any work done without approval will be subjected to a violation and will be sent to the Attorney for legal actions.

Submit the modification package to Info@thecapingroup.com or fax it to (786)433-3702 or at our office.

The Capin Group
7787 NW 146th Street, Miami Lakes, FL 33016
Phone: 786-433-3700, Fax:786-433-3702

(See page 2 for Spanish version)

Modificacion Arquitectural

Spanish Version

EL PROCESO DE MODIFICACIÓN ARQUITECTURAL PUEDE TOMAR HASTA 30 DÍAS LABORALES, DESPUES QUE RECIVAMOS TODA LA INFORMACIÓN, Y LA DOCUMENTACION REQUERIDA PARA PROCESAR SU APLICACION.

Por favor no llamar a nuestra oficina para obtener el estado de la aplicacion antes de los 30 días laborables.

CUALQUIER SOLICITUD DE MODIFICACION ARQUITECTURAL QUE SEA SOMETIDA INCOMPLETA O FALTANDO LOS DOCUMENTOS REQUIRIDOS, NO SERA ACEPTADA Y SERA INMEDIATAMENTE RECHAZADA - SIN EXCEPCIONES

Asegúrese que todos los documentos requeridos debajo estén agregados a su aplicación.

- 1 Aplicación arquitectural completa sin dejar espacios vacíos incluyendo la descripción detallada señalando el trabajo que esta solicitando. Debe indicar en esta descripción si el trabajo será realizado por el propietario de la propiedad o por un contratista. _____
- 2 Copia corriente de la licencia comercial del contratista _____
(si el trabajo va a ser realizado por el dueño, esto no es necesario)
- 3 Copia corriente del certificado de seguro del contratista. _____
El certificado debe contener el nombre de la asociación y debe estar vigente (no puede vencerse durante los 30 días posteriores a la presentación).
Si el certificado no es correcto, la modificación se rechasada y deberá volver a enviarla.

Muestra::

| CERTIFICATE HOLDER |
|-------------------------|
| Your Association's Name |
| 7787 NW 146th Street |
| Miami Lakes, FL. 33016 |

ACORD 25 (2001/08)

- 4 Survey de su propiedad indicando la modificación con las dimensiones _____
La petición debe indicar claramente los cambios que solicita señalado en color.
(necesario para entrada de autos, extensión de patio, jardinería, instalación de pérgola, piscinas, etc.)
- 5 Documentos completos del proyecto, Aviso de aceptación de Miami Dade (NOA), contratos y fotos de lo que se está instalando. _____
Para pintura, muestra del color o la información completa y foto del color
- 6 El número del permiso o el número de solicitud de permiso sera requerido para los Proyectos grandes. _____
(por ejemplo: los caminos de entrada, Ventanas, puertas, techo, Patio de, piscinas, propiedad de extensiones, etc.)

- Todos los documentos deben enviarse juntos sin ningun documento faltando.
- Su cuenta debe estar en balance 0.00 antes de recibir la aprobacion
- Ningún trabajo puede comenzar hasta que reciba la carta de aprobación de nuestra oficina.
- Cualquier trabajo realizado sin aprobación estará sujeto a una violación y será enviado al abogado para acciones legales.

Su aplicacion debe ser enviada a info@thecapingroup.com o via fax (786)433-3702 o en persona nuestra oficina.

The Capin Group
7787 NW 146th Street, Miami Lakes, FL 33016
Phone: 786-433-3700, Fax:786-433-3702

**Request for Review
For Architectural Modification**

TO: Board of Directors of: MIAMI LAKES LOCH ISLE HOMEOWNERS' ASSOCIATION INC.
c/o The Capin Group 7787 NW 146 ST. Miami Lakes, FL 33016.

FROM: Owner's name _____
Property Address: _____ Acct: _____
Day Phone: _____
Email: _____

- | |
|--|
| <p style="text-align: center;">In order to process this application, the following must be attached:</p> <ol style="list-style-type: none">1. Copy of contractor license2. Copy of contractor insurance3. Sketch of Boundary Survey with proposed modifications drawn on the survey4. The appropriate drawings showing both a plan view and an elevation5. Specifications of the proposed modifications (ex, color, style, etc.)6. Pictures if applicable. |
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Approval is hereby requested to make the following modification(s), alterations, or addition(s) as described below and on the additional attached pages.

Signature of owner: _____

Date: _____

.....
(FOR BOARD OF DIRECTORS USE ONLY)

Date application Received: _____ Date of Approval/ Disapproval: _____

Approved Disapproved

(Board of Directors)

Your approval is subject to the following:

1. You are responsible for obtaining any necessary permits from the appropriate Building and Zoning department(s).
2. Accesses to areas of construction are only to be allowed through your property, and you are responsible for any damage done to the common elements during construction.

Explanation of Disapproval:

