

Project Approval Request

All exterior modifications must be approved in writing by the BCC before work begins.

Refer to BCC Guidelines and BCC Procedure for additional information available at www.cmehoa.wordpress.com

1. Owner & Property Information

Owner Name(s):	
CME Property Address:	
Phone(s):	
Email Address(es):	
Submission Date:	

2. Type of Proposed Improvement

Check all that apply:

This project is:

☐ Adding a New Element to Property	☐ Changing/Altering/Moving an Existing Element on Property
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The following categories apply to this project:

☐ Fence / Wall / Decorative panels ☐ Exterior Paint Color of Main Structure ☐ Exterior Paint Color of Outbuilding(s) ☐ Roof / Roofing Materials Main Structure ☐ Roof / Roof materials of outbuildings/gazebos etc. ☐ Room Addition (exterior evaluation only) ☐ New Outbuilding ☐ Siding, trim, Doors, Windows, Garage Door, Brick	☐ Deck ☐ Pergola / Gazebo ☐ Hard Landscaping Element(s) / Patios etc. ☐ Sculpture/ statue/ fountain ☐ Pool / Spa / Sauna ☐ Driveway / Concrete Work / Sidewalk ☐ Porch ☐ Other:
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3. Detailed Description of Proposed Work

Describe the scope of work, dimensions, and location on the property:

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4. Project Specifications

Materials to Be Used:	
Color(s):	
Contractor or Homeowner-Managed Project:	
Contractor Name:	
Estimated Start Date:	
Estimated Completion Date:	

5. Required Attachments / Links

- ☐ All projects: Scaled site plan or survey highlighting New and/or Altered Elements
- ☐ New Elements: Photos and spec sheets
- ☐ Roofing / Painting: Color samples and descriptions

6. Homeowner(s) Acknowledgment

I/We certify that the information above is accurate and agree to complete the proposed modification in accordance with the Association's governing documents and the Building Control Guidelines. I/We understand that work may not begin until written approval is received from the Building Control Committee (BBC). We understand approval does not waive or eliminate any obligation to comply with local or state building codes, zoning regulations or other controls and/or restrictions. Likewise, obtaining a permit or approval from another entity does not waive an owner's obligation to comply with this approval process. Completed form may be delivered CME Secretary or emailed to cmehoasecretary@gmail.com.

Homeowner #1	Signature:		Date:	
	Printed Name:			
Homeowner #2	Signature:		Date:	
	Printed Name:			