

**The Woods at Polaris Condominiums**  
**APPLICATION FOR EXTERIOR ALTERATION/MODIFICATION**

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Your Alteration/Modification application must be submitted and APPROVED before you begin your project. Please check the Rules & Regulations and Policy Resolutions for specifics pertaining to any alterations/modifications that must be approved by the Association Board of Directors. Applications submitted without adequate information and it will be returned without review and approval. Please complete the following information with checklist and submit this form **with 2 copies of plans, drawings, and/or literature** to the Property Manager.

Property Manager's name and address are referenced on the Contents page.

**Owner Name:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**TYPE OF ALTERATION/MODIFICATION (S) REQUESTED**

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**Estimated completion date for project(s):** \_\_\_\_\_  
(Must be completed within 6 months of approval).

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Your application for alteration/modification has been:

- Approved  
 Not Approved

\_\_\_\_\_  
Signature of Director or Property Manager

\_\_\_\_\_  
Date

Note:

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**SATELLITE DISH CHECKLIST**

- Satellite dish to be of neutral color (i.e., black, off white, gray, or beige).
- Satellite dish may not exceed one meter (3.3 feet) in diameter.
- In any instance, a satellite dish may not be installed on the roof.
- The satellite dish shall be at a location that provides a good signal with the lowest possible visibility to neighbors and street traffic.
- Dish wiring must be buried deep enough so as not to interfere with landscaping activities.
- The necessary cable ingress opening through the exterior of the home shall be properly caulked/sealed.
- Site plan submitted showing location of satellite dish on property.

The Satellite Dish for unit

\_\_\_\_\_ has been approved subject to the following conditions:

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

\_\_\_\_\_  
Signature of Director or Property Manager

\_\_\_\_\_  
Date

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**ARCHITECTURAL REVIEW CHECKLIST**

The Association reviews the site plans, architecture, landscape architecture and site engineering and approvals for all new structures and/or modifications or additions of existing structures. No construction or installation shall commence without prior written approval from the Association and all required government approval.

The following is a schedule of information required at each review. Only complete submittals will be considered.

- Complete copy of the Alteration/Modification Application.
- Two (2) sets of complete building and site plans with specifications for the building and other permitted structures.
- Clearly marked site survey showing the location of the proposed improvement.

The Architectural Plans shall include (additions or structural changes):

- Floor plans for all floors.
- All exterior elevations at minimum showing height dimensions, roof pitches, materials and colors to be used.
- Selection of all exterior materials and finishes.

Landscape Design Review

- Two (2) complete sets of Landscape drawings and specifications.
- Landscape Plan should show:
  1. Existing and proposed trees.
  2. Proposed tree/vegetation removal.
  3. Patios, terraces, retaining walls and screen walls with dimensions and height where appropriate.
  4. Utility meters, air conditioning condensers and method of screening.
  5. Lighting with fixtures and transformer types and locations.
  6. Location and construction methods, materials, and colors which are not indicated on Site Plan.
  7. Plant materials list.