

Pinebrook Homeowners Association

Application for Structural Alteration or Architectural Change to Lot or Home Cover Sheet

The Covenants, Conditions and Restrictions of the Pinebrook Homeowners Association (the CC&R's) require an owner to obtain written approval from the Board of Directors prior to making any structural change, improvement or addition to the owner's lot or improvements thereon, including the exterior of the home, and prior to getting a building permit from Summit County, Utah. Filling out this application is necessary but does not guarantee that the proposed change will be approved. If a change is made without the written approval of the Board of Directors, it will be considered non-conforming and the Board may require that the property be restored to its original condition, and at the Owner's sole expense.

Please return this application and check list to:

Shelly Roybal
Pinebrook Homeowners Association
Gorgoza Mutual Water Company
7590 N. Pinebrook Road
Park City, Utah 84098
(435) 649-7948

Pinebrook Homeowners Association
Application for Structural Alteration or Architectural Change to Lot or Home

I certify that the following items are attached in my application for a structural alteration or architectural change to my lot or home. I understand that other items may be required and that incomplete applications will NOT be processed or reviewed:

Phase 1: General Check List

- ___ Two (2) complete sets of plans and specifications;
- ___ Material and color board;
- ___ Two (2) complete sets of construction plan approval agreement;
- ___ A \$25.00 non-refundable processing fee (Make checks payable to the "Pinebrook Architectural Control Committee" or "PBACC");
- ___ \$_____ (up to \$1,500.00) non-refundable fee for administration and review of application (Make checks payable to the "Pinebrook Architectural Control Committee" or "PBACC");
- ___ The initialed check list for the application;
- ___ Site plan showing both the existing and new grade elevations, allowable building envelope (area) and building setbacks;
- ___ Floor plan showing each floor level, the square footage of each floor level and the total square footage;
- ___ Building elevations, including a separate elevation for each wall, the existing and finish grades, and overall height;
- ___ Building sections;
- ___ Details and specifications;
- ___ Construction Plan Approval Agreement;
- ___ Certificate of Insurance;
- ___ Proposed time of construction, including the starting and projected date of completion;
- ___ Contract with Gorgoza Mutual Water Company; and
- ___ Owner acknowledges instruction about Foundation Survey and other requirements set forth below.

By: _____
Owner

Date

Phase 1: Material and Color Boards Check List

- ___ Boards that are no larger than 18" x 24";
- ___ Material and color samples that are securely attached;
- ___ Material and color samples that are not smaller than 4" x 4";
- ___ A separate sample is provided for each different material and color;
- ___ Samples of the following items are included:
 - ___ Stone;
 - ___ Roofing material;
 - ___ Siding;
 - ___ Trim;
 - ___ Windows and frames;
 - ___ Soffit and fascia; and
 - ___ Other: _____.

By: _____
Owner Date

Phase 2: Foundation Survey Certification

I understand that an "as built" foundation survey must be provided to and approved in writing by the AC before Owner may proceed further with the construction of his home. The foundation survey must show accurately and completely the actual location of the foundation on the lot and its relationship to the building envelope.

I certify that attached is a true and correct copy of my foundation survey.

By: _____
Owner Date

Phase 2: General

I certify that the following supplemental items are attached and should be added to my application for a structural alteration or architectural change to my lot or home. I understand that other items may be required and that incomplete applications will NOT be further processed or reviewed:

- ___ Phase 1 Application has been approved;
- ___ Boundary fence has been installed and approved;
- ___ Excavation has been completed;
- ___ No complaints have been received or remain unresolved;
- ___ Other:

By: _____
Owner Date