

## **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:

Pinebrook Homeowners Association  
c/o Gorgoza Mutual Water Company  
7590 N. Pinebrook Road  
Park City, Utah 84098

**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