



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463
Ph: (561) 641-8554 / Fx: (561) 641-9448

**THE COACH HOUSES OF TOWN PLACE CONDOMINIUM ASSOCIATION, INC.
REQUEST FOR MODIFICATION APPLICATION**

Homeowner Name(s): _____

Address: _____ Unit No.: _____

Contact Telephone No.: _____ Alternate Number: _____

Describe in detail the changes and/or modifications in which you are seeking approval:

Please complete and sign this form and attach the following information, if applicable.

1. Copy of contractor proposal and sketch of work to be done.
2. Copy of contractor's occupational license.
3. Copy of contractor's liability and/or occupational insurance certificate holder naming **The Coach Houses of Town Place Condominium Association (*at the above referenced address*) as the Certificate Holder and the Additional Insured**, and a copy of workman's compensation insurance.
4. **Copy of Permit Application(s) and sign off when completed - for all applicable modifications.**

Materials you may need to provide to the Association for the approval of the requested changes or modifications.

1. A picture, drawing or advertising materials displaying the items you are requesting for installation.
2. A sample of the type and texture of any building materials that may be used on the unit's interior.
3. Any other materials or information that may assist in Association evaluation of the project.
4. Copy of homeowner's floor plan indicating location of changes or modifications.

Additional materials and criteria required to be provided with your application of the requested changes or modifications.

1. **New Floor Installation (1st & 2nd Floors):**
 - a. Sample of ½" corking underlay (*or equivalent approved product*) and sales contract of same.
 - b. Sample, style and/or picture of flooring and sales contract of same.
2. **New Window Installation:**
 - a. Sketches, plans, photos of style/type of window.
 - b. Window casing may only be bronze with a horizontal opening. (*If sliders are being replaced, they may not have a windowpane on top*).
 - c. NOA (Notice of Assessment), if applicable.
3. **Shutters Installation:**
 - a. 'Ivory' Color is the only color permitted.
 - b. Sample of Shutter Style and sales contract of same.

4. **Garage Doors Installation:**

- a. Sketches, plans, photos of garage door (*must be same style as existing*) and sales contract of same.
- b. Garage door to be painted by the Association after installation and at a fee of \$125.00; check made payable to The Coach Houses of Town Place COA.

It is understood that the changes or modifications which you are requesting may not:

1. Interfere with or obstruct with any common utility source or modify any structural and/or load-bearing partitions or exterior doors.
2. Cause a nuisance or interference with the peace or privacy of the other people in the community.
3. Be performed by unlicensed contractors or without the required permits from all governmental agencies.
4. Contractors may not work on Sunday or public holidays. Contractors are permitted to work Monday through Friday. Work may NOT commence prior to 8:00 a.m. or after 5:00 p.m.

Homeowner(s) Signature: _____

Date: _____

_____ Approved

_____ Conditionally Approved

_____ Disapproved

Comments: _____

Authorized Signature: _____

Date: _____

Application and documents should be submitted via mail, hand-delivery or fax to GRS at the address/fax indicated above.

RE: CODES

Please be advised this Request for Modification approval is subject to County Codes, setbacks, and permit conditions required.

If at a later point it is found the homeowner has not complied with these procedures, **the Homeowner(s), will be held responsible** for any and all changes that would be required.

Homeowner Signature: _____

Date: _____

Homeowner Signature: _____

Date: _____