

# **Chapel Trail Owners Association, Inc.**

## **ARCHITECTURAL APPROVAL REQUEST PACKAGE GUIDELINES**

IN ORDER TO EXPEDITE THE APPROVAL PLEASE FOLLOW THESE GUIDELINES

**HOMEOWNER IS NOT TO COMMENCE ANY AND ALL MODIFICATIONS UNTIL  
HOMEOWNER RECEIVES THE CHAPEL TRAIL MASTER ASSOCIATION'S OFFICIAL  
APPROVAL**

- 1) **One (1) complete set of documents is required.** Please carefully check and comply with the requested: Items ONE (1) through SEVEN (7) contained in the Architectural Request form.
- 2) Both, the **Architectural Approval Request** form and the **Common Area Agreement** form **must each have the owner's original signature; both must be dated.**  
  
All other supporting documents to be photocopies.
- 3) Only one (1) improvement per request. Each improvement is to be presented separately.
- 4) **Painting:**  
**One color swatch per each color of paint must be attached to the Architectural Approval Request package.** Some communities authorize three colors. You must attach one color swatch for each color. **If three colors; a total of three (3) swatches must be provided.**
- 5) **The Chapel Trail Master Association does not require approval for:**  
a. The painting of a home provided that the color is unchanged – (but verify with your Local Association's Guidelines, which may require an application). b. The installation of removable hurricane shutters (**accordion hurricane shutters require approval**)  
c. The installation of rain gutters. d. The installation of underground sprinkler systems.  
[ **under no circumstance will any common property area be entered into** ]
- 6) **Only** the Architectural Request form - (Updated: 11-18-2020) will be accepted.
- 7) **Only** the Common Area Agreement form - (Updated: 11-18-2020) will be accepted.
- 8) **For your protection:** Ask your Contractor to provide to you a copy of the Contractor's Certificate of Liability Insurance, it should include your name and address as the Certificate Holder. Contractor's License should be current and you should have a copy.
- 9) **It is the responsibility of the HOMEOWNER(S) to ensure that the packages are complete.**
- 10) Once your application is approved, **hiring a different Contractor invalidates the same.** You must re-apply.

SUBMIT YOUR COMPLETED APPLICATION PACKAGE TO YOUR LOCAL COMMUNITY MANAGEMENT COMPANY – IF YOUR LOCAL COMMUNITY APPROVES YOUR APPLICATION PACKAGE, YOUR LOCAL MANAGEMENT COMPANY WILL DELIVER THE PACKAGE TO CHAPEL TRAIL.

After the **Chapel Trail Master Association's written approval/disapproval**, Chapel Trail will e-mail the approval to the Homeowner(s) and also e-mail the approval to the Local Management Company. Chapel Trail will keep the original document.

(Updated: 11-18-2020)

# Chapel Trail Owners Association, Inc.

## ARCHITECTURAL APPROVAL REQUEST

HOMEOWNER'S NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_ LOCAL DEVELOPMENT: \_\_\_\_\_  
PHONE: HOME (\_\_\_\_) \_\_\_\_\_ OTHER (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_  
DESCRIPTION OF IMPROVEMENT: (Please describe improvement in detail, including colors, dimensions, materials, etc., where applicable)  
\_\_\_\_\_  
\_\_\_\_\_

**ONE COMPLETE SET IS REQUIRED – THE ARCHITECTURAL APPROVAL REQUEST FORM AND THE COMMON AREA AGREEMENT FORM MUST HAVE THE OWNER'S ORIGINAL SIGNATURE. ALL OTHER REQUIRED DOCUMENTS TO BE COPIES.**  
**(It is the responsibility of the HOMEOWNER to ensure the package is complete or the application will be returned to the homeowner)**

**WORK MAY NOT BE STARTED UNTIL OFFICIAL WRITTEN APPROVAL IS RECEIVED BY OWNER FROM THE CHAPEL TRAIL MASTER ASSOCIATION**

1. If you are painting your home or any part of your home, including doors, trim, fascia, walkways, pavers, driveways, etc., you must submit paint colors sample swatches for each color and a color picture of your house also showing your roof color.
2. A copy of your warranty deed or other document indicating proof of ownership of property. (ALL Improvements)
3. A copy of your lot survey with the exact location of the proposed improvement drawn "to-scale" (NOT required for Painting)
4. The Chapel Trail Master Association strongly recommends to all owners that they hire licensed and insured Contractors for their project. Neither the Chapel Trail Master Association, nor the individual Local Association, shall assume responsibility for the Contractor hired by the owner.
5. A copy of Contractor's Proposal with full set of plans and/or drawings showing Name, Address and Telephone number of Contractor. (NOT for Painting)
6. If doing the work yourself, disclose it in this form - include a detailed sketch or drawing of the improvement and materials to be used. (NOT for Painting)
7. If the improvement or any part thereof will be located within five (5) feet of the neighboring property, the improvement's relationship to that property should be shown in your sketch. (NOT required for Painting)

**PLEASE FORWARD THE COMPLETE SET OF THE REQUIRED DOCUMENTS TO YOUR LOCAL ASSOCIATION FOR APPROVAL**  
**YOU LOCAL ASSOCIATION – IF APPROVED – WILL FORWARD THE PACKAGE TO THE MASTER ASSOCIATION FOR FINAL REVIEW.**

### CONDITIONS OF APPROVAL:

1. An approval is only valid for sixty (60) days unless otherwise specified.
2. You must obtain any and all permits required by/from the City, County, Governmental Agencies, etc.
3. No changes in plans after approval without the written consent of both, your Local Association and Chapel Trail Owners Association, Inc.
4. Homeowner is responsible for any and all damage to utilities, including sewer, water, cable, electrical and telephone.
5. You must promptly remove all debris (concrete, fill, etc.) from around the property and re-sod any and all areas that are destroyed.
6. You are responsible for any and all damage that may be caused to the sidewalks or roadway due to improvement.
7. You may not alter the drainage of your property or your neighbor's property.
8. The final inspection and approval of both the Local Association and Master Association after completion.

**PLEASE NOTE:** Other conditions may be applicable. These conditions will be determined and stipulated on an individual basis as deemed necessary by the Committee and/or the Chapel Trail Board.

### ACKNOWLEDGMENT:

I, \_\_\_\_\_, hereby make this application for approval, pursuant to the regulations of my Local Association and Chapel Trail Owners Association, Inc., for the architectural changes noted above and if approval is granted, I agree to comply with the conditions stipulated herein.  
I further understand that I may be in violation of either my Local Association, Chapel Trail Owners Association, Inc., or both, should I fail to comply with the covenants and restrictions of either Association, or if I intentionally misrepresent information on this form.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**LOCAL ASSOCIATION – Second signature only if required – Original signature(s) required from Local Association.**

Approved	
Name (Print): _____	_____
Signature: _____	Date: _____
Name (Print): _____	_____
Signature: _____	Date: _____

Denied	
Name (Print): _____	_____
Signature: _____	Date: _____
Name (Print): _____	_____
Signature: _____	Date: _____

Comments: \_\_\_\_\_

**CHAPEL TRAIL OWNERS ASSOCIATION, INC. – Original Signature Required.**

Approved	
Name (Print): _____	_____
Signature: _____	Date: _____

Denied	
Name (Print): _____	_____
Signature: _____	Date: _____

Comments: \_\_\_\_\_

**CHAPEL TRAIL OWNERS ASSOCIATION, INC.**

**COMMON AREA AGREEMENT**

(I, we) \_\_\_\_\_,  
(PLEASE PRINT NAME(S))

the undersigned party / parties as homeowner(s) in Chapel Trail, located at

\_\_\_\_\_  
personally agree to the following terms and conditions:

1. Under NO circumstances will any common property area be entered into, used or utilized in order to gain access to our property.
2. I, (we), further understand that if the above Paragraph 1. is not adhered to, it would be a direct violation against the Declarations, Covenants, and Restrictions of Chapel Trail Owners Association, Inc., and it will be dealt with in accordance with the documents, including, but not limited, to fines or direct billing of Unit owners account for replacement and/or repair of common area property.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:**

**This form must be included with ALL Architectural Approval Requests.**

**SUBMIT YOUR COMPLETED APPLICATION PACKAGE TO YOUR  
LOCAL COMMUNITY MANAGEMENT COMPANY.**