

## South Hampton

### Architectural/Landscaping Change Request Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

**Please fax, email or mail requests to Kathy Kavan ([kkavan@pjmorgan.com](mailto:kkavan@pjmorgan.com)) at PJ Morgan Real Estate. Submit a complete set of plans, including a City building permit if required\*, with this application. You may not commence work on your proposed improvement or addition until you have received the approval to proceed.**

I hereby request approval of the following improvements to lot/home (Describe the proposed improvements and attach plans, showing type, style, quality, dimensions, materials, color and location.):

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Will you require a permit in order to complete the improvement? ☐ Yes ☐ No

Contractor name: \_\_\_\_\_

Proposed date of construction: \_\_\_\_\_

Signature of Homeowner: \_\_\_\_\_

**Please be advised that South Hampton Association will not be responsible for any damages that occur from the proposed improvement.**

**\*\*\*Do not write below this line\*\*\***

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**Board of Directors:**

☐ **Approved**

☐ **Denied**

☐ **More information needed**

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

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This proposed project requires a Building Permit from the City and a copy is to be provided to the board prior to construction ☐ Yes ☐ No

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

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

Kathy Kavan  
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