

**Southbrook Association**  
Architectural/Landscaping Change Request Form

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

**Please fax, email or mail requests to Cara Woosley at PJ Morgan Real Estate. Submit a complete set of plans, including a City 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.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Southbrook Association will not be responsible for any damages that occur from the proposed improvement.**

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

Board of Directors:

Approved

Denied

More information needed

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_