
**KCHOA Approval Request for Architectural Modification Form
Used When Requesting Change Outside Home
Effective July 2008**

To: **KCHOA Board of Directors**
c/o L& C Royal Management Corp.
13155 SW 42nd Street Suite#103
Miami, FL 33175

From: Owner's Name: _____

Address: _____

Day Phone: _____ Evening Phone: _____

DISCRIPTION OF REQUEST: _____

THE FOLLOWING MUST BE ATTACHED TO PROCESS MODIFICATION REQUEST

- ❖ Lot survey with proposal modification drawn on survey, including any set back distance required.
- ❖ Appropriate drawings must show both a Plan View and an Elevation.
- ❖ Specifications of proposed materials/modifications (Color, Style, Type of Material, photos if available, etc.).
- ❖ Contract/Proposal/ Building and Zoning Permits to include current Miami-Dade County Code.
- ❖ Copies of Attachments from KCHOA Rules and Regulations with contractor initials indicating compliance.
- ❖ Miami –Dade County Notice of Acceptance (NOA).
- ❖ Contractor Proof of Insurance and Business License.
- ❖ Consent Letter from Neighbors.

APPROVAL IS SUBJECT TO THE FOLLOWING:

1. You are responsible for obtaining necessary permits from the Building and Zoning Departments.
2. Access to job/work areas is only to be allowed through **your property** and **you** are responsible for any damage to Common Area and/or neighbor's property during job/work.
3. **Owner** must provide **CLOSED** Miami-Dade County permits when job/work is completed.

Date: _____ Signature of Owner: _____

(BOARD OF DIRECTORS USE ONLY)

Date Application Received: _____ Date Approved/Disapproved: _____

Approved: _____ Disapproved: _____

Explanation for Disapproval: _____

Architectural Modification committee Chairperson or
Board of Director