

Park Place Villas Community Association, Inc.

L&C ROYAL MANAGEMENT CORPORATION

A Community Association Management Company

12301 NW 7TH LN

MIAMI, FL 33182-2019

T (305) 485-3410 F (305) 485-3411

lcroyal@lcroyalmanagement.com

To: Park Place Villas Community Association Board of Directors
c/o L& C Royal Management Corp.
12301 NW 7th LN
Miami, FL 33182

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 Imperial Lake HOA 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**