

**ARCHITECTURAL AND LANDSCAPE CONTROL REQUEST FORM
KINGS CREEK VILLAGE ASSOCIATION**

INSTRUCTIONS FOR OWNER(S)

OWNERS COMPLETE ONLY THE FIRST 3 PAGES AND READ AND SIGN IN THE PROVIDED SPACE(S) SUBMIT ALL 5 PAGES OF THE REQUEST FORM AND ANY ATTACHMENTS TO YOUR SUB-ASSOCIATION OFFICE. SINGLE FAMILY HOMES AND SHOPPING CENTER SUBMIT TO KCVA OFFICE. INCOMPLETE FORMS WITH MISSING DOCUMENTATION WILL NOT BE PROCESSED.

Give a brief description of the project, attach required documents, and sign the form. Make sure specific details about the products, materials, colors, location, and physical descriptions are clearly stated and comply with all governmental, KCVA and Sub-association Architectural and Grounds Rules and any other applicable rules and laws. Once the Sub-association approves the request, the Sub-Association Manager will submit the Request to the KCVA Board for review. The KCVA Board may request additional information during the approval process. Keep a copy for yourself.

When planning work, be aware that use of heavy equipment or work vehicles that may damage KCVA property or interfere with daily operations, must be included in the Request, and must be approved in advance. No equipment, dumpsters, materials, or vehicle parking is allowed on green areas. Job site work hours are restricted to 7 AM to 8 PM Monday -Friday. No work on holidays or weekends without prior written permission from KCVA. Check for sub-association restrictions.

PLEASE PRINT OR TYPE

LOCATION OF PROPERTY: CAMINO CIRCLE CAMINO COURT
 SHOPPING CENTER SINGLE FAMILY HOMES KCVTA VKC KCVA

TYPE OF REQUEST (Check all that apply) ARCHITECTURAL
 LANDSCAPE CHANGE FROM ORIGINAL REQUEST DATED: _____

OWNER(s) OF RECORD: _____

PROPERTY ADDRESS: _____

BEST EMAIL: _____

BEST PHONE #: _____ Cell? I approve text messages

DATE SUBMITTED: _____

DATE WORK IS ANTICIPATED TO BEGIN _____

ESTIMATED DATE PROJECT TO BE COMPLETED: _____

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BRIEF WORK DESCRIPTION

(Include the purpose, size, appearance after project is finished, and scope of the proposed modification) You may write on this form or attach a summary. Check off and list attachments.

Attach details Number of page(s) _____

REQUIRED ATTACHMENTS

Check off all that apply and are attached

Scaled drawings of proposed improvement (s), including plans, elevations, and sections, as applicable. Some items only require standard details and specifications bearing a Dade County approval stamp. Certain improvements to properties abutting the Canal, may require additional permits from South Florida Water Management authority. Requests to plant or remove trees require a Miami-Dade permit prior to making the request.

Material, color, and finish specifications. (Include paint or other samples).

Pictures of the property. If this request is due to a notice of the violation, include a before picture.

This project requires permits. Legible copy must be submitted within 5 business days of the date on the form.

Pre-construction, landscaping, tree removal, planting, or other permits from Miami-Dade County or another applicable agency are attached.

Request(s) for equipment, work vehicles or storage to access or be placed on KCVA or Sub-Association common property, pedestrian walkways, or sidewalks. (Description attached)

Property Address _____

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OWNERS ACKNOWLEDGEMENT OF RESPONSIBILITY AND LIABILITY

I / we have read KCVA Architectural and Grounds rules and understand the consequences of non-compliance. I / we understand it is each owner's responsibility that all modifications, products, and work done comply with all applicable Federal, State, County, and local building, environmental and other applicable governmental regulations / codes as well as KCVA and sub-association Architectural and Grounds and other KCVA rules. I / we understand that if any part of details of this request changes after the request is approved, each owner is responsible for submitting and obtaining approval for the change prior to commencing the work. The owner agrees that upon approval of application, the owner(s) will apply to Miami-Dade County for all required building permits. In addition, Owner(s) will provide to the KCVA Board or sub-association with legible copies of the signed building or other permits prior to commencing construction. Upon completion of the work, the owner will provide inspector signed legible copies of final inspection reports from the appropriate regulatory agency within 5 business days of date signed by the agency inspector. The owner(s) understand that they are also responsible for, ensuring that the contractor(s) removes all related debris / trash from Kings Creek Village, and are required to repair any damage to KCVA or other property because of this project at the owner's expense and within the number of days authorized by KCVA or the applicable sub-association.

Owner(s) of Record Signatures

Date _____

Unit owner signature (If a corporation, must be a current officer authorized to approve work)

(Print or type) Unit owner name and if a business, business name and title of officer

If applicable, other owner(s):

Date _____

Unit owner signature

(Print or type) Other Unit owner name and if a business, business name and title of officer

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SUB-ASSOCIATION APPROVAL

SUB ASSOCIATION PROPERTY MANAGER (If none, write none)

I have reviewed the attached documents and verify that they are in compliance with all applicable governmental, KCVA, and sub-association rules and requirements. The signers are owners of record for this property, their maintenance fees or assessed fines are paid, and they are in good standing with the community. **VERIFIED**

NOT VERIFIED Reason and items necessary for correction. See attached.

Date
Sub-Association Property Manager Signature

Print or type name

SUB-ASSOCIATION ARCHITECTURAL OR GROUNDS COMMITTEE

I have reviewed the attached documents and verify that they comply with all applicable governmental, KCVA, and sub-association rules. Recommended OR Not Recommended to Sub Association Board. See attached Page 1 of ____.

Date
Committee Chair or Designee Signature

Print or type name

SUB-ASSOCIATION BOARD

I have reviewed the attached documents and verify that they comply with KCVA, and sub-association rules. APPROVED NOT APPROVED. See attached. Page 1 of ____

Date
KCVA Board President or Board Designee Signature

Print or type name

Property Address _____

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KINGS CREEK VILLAGE ASSOCIATION BOARD APPROVAL

KCVA OFFICE MANAGER OR PROPERTY MANAGER APPROVAL

I have reviewed the attached documents and verify that they comply with KCVA, and sub-association rules. The signers are owner(s) of record for this property, their maintenance fees are paid, any violations corrected, and they are in good standing with KCVA.

VERIFIED **NOT VERIFIED** Reason and items necessary for correction.

See attached page 1 or _____

Date _____

KCVA Office Manager or Property Manager

Print or type name

KCVA ARCHITECTURAL OR LANDSCAPE COMMITTEE

WAIVED BY KCVA BOARD SEE KCVA BOARD MINUTES DATE _____

KCVA BOARD APPROVALS

KCVA BOARD: MEETING REQUIRED PRE -APPROVED ITEM REQUEST

We have reviewed the attached documents and verify that they comply with KCVA, and sub-association rules. **APPROVED** **NOT APPROVED**. See attached page 1 of ____.

Date _____

KCVA Board Officer Signature

Print or type name and title

Date _____

KCVA Board Director Signature

Print or type name and title

Property Address _____