

**APPLICATION FOR ARCHITECTURAL MODIFICATION(S)  
ACC FORM FOR REVIEW**

ACC forms take approximately 7-15 Business Days to process. Please submit all completed documents at least 1 week in advance of commencement date. Please note modifications CAN NOT begin until you receive an answer/approval in writing. You should call to check status of the application.

For processing of this application mail/drop-off to the address below: (DO NOT FAX)  
**C/O Palm Lake Condominiums Association, Inc.**  
 4775 Via Palm Lake  
 West Palm Beach, FL 33417  
 Tel 561-478-7205\* Fax 561478-4559  
 Website: [www.atlanticandpacific.net/palmlakecondo](http://www.atlanticandpacific.net/palmlakecondo) \* Business Days Monday-Friday: 8:00.a.m.-4:00.p.m.  
**Please be sure to include required pictures, samples, property survey, plans and/or specifications so there is no delay/return.**

Association Name: Palm Lake Condominium Association, Inc.		
Property Address:		
Date Applying :	Daytime #:	Account#: --
Name of Owner(s):		

Approval is proposed for the following modification(s), addition(s), and/or alteration(s) as described below and/or on attached page(s):

**Check the applicable boxes and/or describe below:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Exterior Paint as per approved colors: Limited Common Patios & Doors | <input type="checkbox"/> Hurricane Panels/Accordion Shutters  | <input type="checkbox"/> Other Exterior Modification                |
| <input type="checkbox"/> Unit (Interior) Electrical   | <input type="checkbox"/> Unit (Interior) Mechanical & Unit (Interior) Mechanical & Structural Additions | <input type="checkbox"/> Unit (Interior) Flooring: Tile/Carpet/Wood |
| <input type="checkbox"/> Unit (Interior) Walls & Ceiling                                      | <input type="checkbox"/> Unit (Interior) Plumbing   | <input type="checkbox"/> Unit Windows (Repair/Replacement)          |
| <input type="checkbox"/> Other: _____   | <input type="checkbox"/>  | <input type="checkbox"/>  |

**THIS IS A RE-SUBMITTAL**     Yes     No

Additional Information/Detail: \_\_\_\_\_

Attached...Please note you **MUST** provide the following: (If Applicable) **Process will be delayed if missing!**

- |   |  |
|---|--|
| <input type="checkbox"/> Color plan(s)  | <input type="checkbox"/> Property Survey, showing location of Modification(s)  |
| <input type="checkbox"/> Engineering Report Confirming review of structural load capacity                                       | <input type="checkbox"/> Sample(s)/Picture(s)  |
| <input type="checkbox"/> Initial or Revised Plan(s) and/or Specification(s) for all work to be performed                        | <input type="checkbox"/> List of all contractors, sub-contractors with supervisory personnel & contact telephone numbers |
| <input type="checkbox"/> Material(s) Designation Plan/Sample(s)   | <input type="checkbox"/> Anticipated delivery schedule   |
| <input type="checkbox"/> Licenses & Certificates of Insurance (Meeting the insurance guidelines established by the Association) | <input type="checkbox"/> Building permit application as required by local governing authorities                          |
| <input type="checkbox"/> Other: _____   | <input type="checkbox"/> Other: _____  |

**By Initialing below applicant agrees and acknowledges as follows:**

- \_\_\_\_\_ Owner agrees to be fully responsible at Owner's sole expense for any and all damages to common areas or neighboring yards including damages done by delivery trucks and vehicles. Access to construction areas is only to be allowed through owner's property.
- \_\_\_\_\_ Owner agrees and understands that should the owner desire to install any other new improvement(s) within the boundary of the unit not listed on this application, must re-submit an application for full approval of all work anticipated to be completed in unit.
- \_\_\_\_\_ Owner agrees and understands to be responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s). Furthermore, owner agrees to comply with the Declarations, and Rules & Regulations of the "Association" in all respects.
- \_\_\_\_\_ Owner agrees to remise, release, acquit, satisfy, and forever discharge "Developer", "Management Co.", and the "Association(s)" of and from all, and all manner of, action and actions, cause and causes of action, suits, debts, sums of money, accounts, bills, covenants, controversies, agreements, promises, damages (including consequential, incidental, punitive, special or other), judgments, executions, claims, liabilities and demands, whatsoever, at law and in equity (including, but not limited to, claims founded on tort, contract, contribution, indemnity or any other theory whatsoever) in any way related to any previous representations made by "Developer", "Management Co.", and the "Association(s)", and the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused there from; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.
- \_\_\_\_\_ Owner agrees to defend, indemnify and hold harmless "Developer", "Management Co.", and the "Association(s)", against any and all claims, costs (including without limitation reasonable attorney's fees, paraprofessional fees and court costs at all levels), actions, liabilities and/or expenses in any way related to the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused there from; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.
- \_\_\_\_\_ Owner agrees to notify the Association of any loosening of the trusses within the structure prior to install or modification to the unit/s. If Owner fails to notify of defect, Owner assumes all responsibility of the repair/s to the structure (as listed in the condominium documents).
- \_\_\_\_\_ Owner agrees to compliance to all the Declarations, By-Laws, & Rules & Regulations of the Association(s) in all respects.
- \_\_\_\_\_ Owner agrees that no workmanship may take place on Sundays and that no work may continue during the weekdays after 8 PM or before 8 AM.
- \_\_\_\_\_ Owner agrees to be fully responsible at Owner's sole expense for any and all damages caused to adjoining units (above, below, and next to) as a result of negligence and or non licensed individuals working within the units.
- \_\_\_\_\_ **Owner agrees understands and acknowledges that failing to abide by the aforementioned will be deemed as grounds for this request being DENIED and that an infraction will be issued as allowed per the F.S. 718 of \$100.00 up to \$1,000.00.**

Anticipated Commencement Date:	Owner's Signature:
Anticipated Time for Completion:	Owner's Signature:

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**(FOR BOARD/ARCHITECTURAL CONTROL COMMITTEE/PROPERTY MANAGEMENT OFFICE USE ONLY)**

Approved  Date: \_\_\_\_\_ X \_\_\_\_\_  
 (Signature of ACC Chairperson/BOA/OR Property Agent)

Disapproved  Date: \_\_\_\_\_ X \_\_\_\_\_  
 (Signature of ACC Chairperson/BOA/OR Property Agent)

Request **APPROVED, are subject** request on letter of approval:

Request **DISAPPROVED, as per explanation** on letter of disapproval:

One (1st) Copy- Homeowner/s Copy **AND** Two (2nd) Copy-Unit File with copy of letter

**\*PLEASE NOTE IF YOU ARE USING ONLINE FORM, YOU MUST PRINT 2 COPIES OF FILLED IN FORM**