

# Bancroft Village Homeowners Association

## ARCHITECTURAL CHANGE REQUEST FORM

Homeowners are required to submit property improvement plans to the Association for review and comment prior to beginning the improvements. Failure to do so will result in removal of unauthorized changes at the Homeowner's expense. These requirements are outlined in the Declaration of Covenants, Conditions and Restrictions and Architectural rules. Each homeowner is subject to these restrictions. City of Walnut Creek approval and permits may be required but do not constitute approval of Bancroft Village Association.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Please Print)

ADDRESS: \_\_\_\_\_

PHONE: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

### CHECK ALL THE FOLLOWING IMPROVEMENT TYPES THAT APPLY TO YOUR REQUEST

#### HOME IMPROVEMENTS:

Structural Addition     Gazebo/Arbor     Deck/Patio     Skylights/Tube Light     Solar panels  
 Satellite Dish     Windows/Doors\*\*     Garage doors     Gates     Other (Please specify)

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

\*\*PLEASE NOTE THAT REPLACEMENT OF WINDOWS MAY REQUIRE THE INSTALLATION OF TRIM AROUND THE WINDOWS. IF SO, THE HOMEOWNER IS RESPONSIBLE FOR PROVIDING TRIM WHICH MUST BE THE SAME SIZE AND MATERIAL AS THAT ALREADY EXISTING ON THE HOME, BE PRIME PAINTED ON ALL SIDES, AND BE CAULKED PROPERLY. THE WORK MUST BE DONE BY A LICENSED CONTRACTOR AND THE ASSOCIATION WILL PROVIDE THE FINISH PAINT.

### **The Applicant is responsible for assuring that the improvements authorized by the Association are located within the Applicant's property.**

1. Please submit your drawings and other pertinent material to: Common Interest Management Services, 315 Diablo Road, Suite 221, Danville, CA 94526.
2. Please describe the proposed improvements in detail and if necessary, attach a drawing showing type of construction, location relative to existing structures, etc.
3. The committee must be informed of all materials used in your improvements in sufficient detail for proper review. Where appropriate, submit samples or color photos of the material (brick, slate, wrought iron, etc.) In its sole discretion the Association may ask for more information regarding your improvement during the review process.
4. PLEASE NOTE: The City of Walnut Creek requires approval of certain types of improvements. You may be required to get city permits, and other conditions may apply. The homeowner is solely responsible for fulfilling any municipal requirements.
5. The homeowner is also responsible for any damage done to the common area during and/or after the construction work.
6. **No work is to begin related to this request until you have received written approval from the Architectural Committee**

By your signature below, you agree to the above terms and conditions.

\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Date

