



Application for Approval of Modifications  
Additions or Improvements

Address: \_\_\_\_\_ Lot No. \_\_\_\_\_

Names of all legal owners: \_\_\_\_\_  
\_\_\_\_\_

Contact person for this application: \_\_\_\_\_

Day phone: \_\_\_\_\_ Night phone: \_\_\_\_\_

**Brief description of proposed work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Contractor(s). \_\_\_\_\_ Phone # \_\_\_\_\_

License Number(s): \_\_\_\_\_

**IMPORTANT .The property owner has the sole obligation to submit plans to the association for approval. The association may reject plans, materials or products submitted by owner or parties other than the property Owner. (Use additional paper if needed)**

**By signing below, Applicant understands and agrees to all terms and conditions within Sea Country Master Documents.**

**Pre Construction:**

Owner Names \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Names \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Mid Construction Inspection:**

Owner Names \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Names \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Post Final Inspection:**

Owner Names \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Names \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT. Final approval for modification will not be granted until Post final inspection.**



## **Design Review Matrix and Fee Schedule**

### **Design Review Request form:**

The request is a three phase form, with three signing points throughout the project by the homeowner and committee. The final approval will only be granted after completion and walkthrough with the homeowner and committee member or committee appointed representative. (See attached form)

The completed form should list all work to be performed, submitted with a drawing. Sites walk through and explanation of DCCR regulations with homeowner should be performed before pre-construction sign off.

A mid-construction walk-through and inspection needs to be performed, before sign off of mid-construction phase.

Final inspection walk through with all Design Review request completed before final approval is granted.

### **Design Review Level Scale Matrix:**

#### **0 Level/ fee \$0:**

Any request that has been pre-approved by the Board (i.e. Approved screen doors, security lighting and storage units) the cost to the home owner will be free, but still must follow all Design Request Guidelines.

The association will provide plans of specification and model numbers to home owner to use this level.

#### **0A Level/ fee \$0:**

Any form of landscape request that has grass, bushes, trees and non-cemented stones or pavers type bricks. NO electrical or plumbing, cement or sprinkler systems are allowed at this level.

#### **Low level/ fee \$25:**

Any non approved screen doors, Security lighting, storage units. Any form of permanent sprinkler system.

**Mid-Level/ fee \$75:**

Any form of backyard cement work and electrical work.

**High Level/ fee \$150:**

Any form of structural additions. Any form of modification to the outside of the structure. Any decking (Excluding cement) that is attached to the building. Any form of structure that is built within the backyard of the unit.

**High level request will be approved by the board  
before construction may begin.**

**Fee explanation:**

Any level the homeowner request fee falls under will cover any lower level work. For example, if a homeowner is installing a cement patio slab the Design request fee will be \$75 dollars and the owner may perform any type of work from level 0 to mid-level with that single fee as long as it is on the request form and approved by the committee.