



C.C.H.O.A.
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 Coronado, CA 92118

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 www.cchoa.org

Homeowners Association

**REQUEST FOR ADMINISTRATIVE ARCHITECTURAL APPROVAL
 INCONSEQUENTIAL CHANGE**

I would like to request an administrative architectural approval as provided under Section 9.7 of the Coronado Cays Homeowners Association Member Handbook. The property address of the work I have planned is located at: _____

The work consists of: _____

(You may attach a drawing in lieu of a written description).
This is a complete description of the work. I understand that if I have misled the staff in regards to the scope of this work or if I have omitted any significant part of the work in the above description, I could be subject to a fine, legal liability and/or the removal of the planned work after it has be completed.

The work described above will not have a material impact on the external appearance of the residence and will not impact any neighboring property in any way. It is estimated the work will begin on _____ and be completed on _____. I will notify the CCHOA when the work is completed.

 Print Homeowners Name / Date

 Phone Number

 Homeowner's Signature

 Email Address

City of Coronado – Building Department

The above project requires a permit _____ Permit number _____ Date _____

The above project requires no permit _____

A COPY OF THE PERMIT MUST BE GIVEN TO CCHOA, OR CONSTRUCTION WILL BE DELAYED.

APPROVAL IS VOID WITHOUT A PERMIT. Homeowner Initial

DIRECTOR'S INITIALS _____ General Manager _____ Date _____

REQUIRES LICENSE and INDEMNITY AGREEMENT (Fee: \$500)

The following improvements may be eligible for administrative approval under section 9.7. Proposed improvements that do not meet the requirements of 9.7 must be submitted to the A.E.C.C. for approval. There are no review fees for administrative approvals.

Antigua Storage Boxes

- Carpet covering of upper patio decks or entry landings (condominium villages) **
- French door additions or changes*
- Garage door replacements*
- Gas line installation (for hot water heater, dryer, stove and fireplace) **
- Gate or solid door replacements*
- Hydro hoist*
- Kingston Village Front Entryways****
- Kingston Village Air Conditioning**** **
- Landscaping additions or changes
- Fences and walls replacement in kind
- New landscaping
- Patios and concrete work
- Roof replacements*
- Satellite dish installation*
- Skylight installation*
- Solar Tube installation*, **
- Tile addition on patio or walkway**
- Tile installation on upper patio decks or entry landings (condominium villages) **
- Vents (dryers, kitchen exhaust, etc.) **
- Window replacements*
- Windbreak panels (usually Plexiglas) ****

*** Brochure / cut sheet required**

**** Plan & material sample requested, Indemnity Agreement Required for Condominium Villages**

***** Scale drawings to be submitted showing details**

****** Per Member Handbook Guidelines Only**

Comments:
