

**Architectural Committee  
Aberdeen Creek Homeowners Association  
P.O. Box 1603  
Riverview, Florida 33568**

February, 2006

**SUBJECT:** Homeowners Project Request Checklist and Template

1. This checklist is provided to the Owner as a guide for requesting a project approval and to expedite the approval process. The only stipulation when submitting a request is that there is **one request per project, the request is legible, the request is dated, and the request includes all pertinent information – Who, What, Where, and When information.**
  - **Who** – property owner name and signature on the request
  - **What** – the project the request is for and a complete description
  - **Where** – address of the property where the project will take place
  - **When** – approximate date, time and duration of project

**CHECKLIST**

- Name on Request
  - Request Dated
  - Request on 8.5" x 11" paper (attachments may differ in size)
  - Request Legible
  - Lot # (Inner / Outer Circle and Address)
  - Specifications Included
  - Location
    - Size
    - Material
    - Color
    - Date(s) of Construction
    - Pertinent Details / Plans
2. The second page of this document is a template you can fill in to simplify preparation of an application.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
**Aberdeen Creek Circle**  
(Address)  
**Riverview, Florida 33569**

**To:** Architectural Committee \_\_\_\_\_ (Date)  
Aberdeen Creek Homeowner's Association  
PO Box 1603  
Riverview, Florida 33569

**SUBJECT:** Request for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Give Details of Project)

1. We request the Architectural Committee review and approve the following plans to  
construct / modify / paint / landscape

(Circle)

a(n) \_\_\_\_\_ on above mentioned address.

2. The Specifications of the project are as follows:

a. Dimensions (Location and Size) \_\_\_\_\_

b. Material \_\_\_\_\_

c. Color \_\_\_\_\_

d. Details of Construction (dates, construction company, permits, etc.)  
\_\_\_\_\_

3. Estimated Start Date \_\_\_\_\_

Estimated Completion Date \_\_\_\_\_

4. A drawing or photograph is enclosed \_\_\_ Yes \_\_\_ No

5. I acknowledge that I must obtain all legal documentation and permits as outlined in  
county and state code. I accept all responsibilities and liability for third party  
contractors or crews that I hire if they are not insured, licensed or bonded.

6. Email Address: \_\_\_\_\_ (if you would like a PDF file of your request)

6. Your project must begin within 90 days of your approval date. If work cannot be  
started within 90 days you must submit another request which will be subject to  
additional review.

Thank you.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

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