



1135 3rd Ave S. #003 Naples, FL 34102
Tel: 239-263-5834 Email: Manager@naplessquare3.com

Alteration Approval Request Form

As Owner of the Unit, I request Association approval to install, at my expense, one or more of the following types of alterations with the understanding that the installations will be in conformance with current specifications (as applicable), special instructions and/or comments listed below. Any contractor I hire to perform the approved alterations will be licensed and insured, and will obtain any permits which may be required by all applicable governmental bodies. I understand that I am responsible for properly disposing of any debris left in the condominium common areas resulting from the completion of approved alterations. No homeowner may undertake any alterations as referenced in the Declaration of Condominium, without prior approval of the Board of Directors.

Association: _____ Unit #: _____ Owner Name: _____
Telephone #: _____ Alt #: _____
E-mail: _____

PLEASE CIRCLE YES OR NO FOR EACH OF THE FOLLOWING:

Does the alteration, addition or improvement impact, in any way, any portion of a "Common Area" or "Limited Common Area" (including but not limited to; parking spaces, storage spaces, private enclosed garages, patios, balconies, terraces, lanais, any hallway and/or elevator landing, serving a single unit or more than one unit)?

YES NO

Does the alteration, addition or improvement impact, in any way, any portion of the "Association Property" (including but not limited to; any real property or improvements thereon owned by the Association for the use and benefit of the Unit Owners)?

YES NO



Will the alteration, addition or improvement be visible from any other Unit, the Common Elements or the Association Property?

YES NO

Are all proposed additions, alterations and improvements in compliance with all laws, rules, ordinances and regulations of all governmental authorities having jurisdiction?

YES NO

Do any of the proposed improvements or changes to any Unit, Limited Common Elements appurtenant thereto, Common Elements or Association Property, including, but not limited to, painting or other decorating of any nature, installing any electrical wiring, television antenna, machinery, or air-condition units, change the appearance of any portion of the Building?

YES NO

Are all proposed additions, alterations and improvements to any plumbing, mechanical systems elements, sprinkler system elements or electrical wiring within the Unit being completed by a contractor, plumber and/or electrician licensed in Collier/Lee County, Florida?

YES NO

Are there any proposed changes to the exterior lighting of the Condominium Unit and/or the installation of ceiling fans on terraces, verandas, lanais, balconies or patios?

YES NO

Is any addition, alteration or improvement being made to the "Life Safety Systems" (including but not limited to; emergency lighting, audio and visual safety signals, sprinklers and smoke detection systems, including all conduits, wiring, electrical connections and systems related thereto, all means of emergency ingress and egress, stairways and stair landing, panic hardware, fire exits, stairwell identification, emergency signage and and/or any other life safety devices)?

YES NO



TYPE OF MODIFICATION BEING REQUESTED (Please describe in detail. Include materials and colors used as well as size):

ARCHITECTS PLANS, FINAL DRAWINGS AND SHOP DRAWINGS MUST BE ATTACHED BEFORE APPLICATION WILL BE CONSIDERED IF APPLICABLE.

COPIES OF CONTRACTORS' CURRENT CERTIFICATE OF INSURANCE AND LICENSE, AND BUILDING PERMITS FROM COLLIER COUNTY MUST BE ATTACHED BEFORE FINAL APPROVAL FROM THE ASSOCIATION.

I hereby make application to Naples Square Condominium Association Inc., for the above described item(s) to be approved in writing.

I understand and acknowledge that approval of this request must be granted before work on the modification may commence and if modification / installation is done without the approval of the Association; the Association may force the removal of the modification/ installation and subsequent restoration to original form at my expense.

Applicant/Owners Signature:

Date:

This Section for Association Use Only

☐

APPLICATION APPROVED

☐

APPLICATION DISSAPPROVED

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APPLICATION APPROVED WITH THE FOLLOWING CHANGES _____

By: _____

Date: _____

Position: _____



Continued: _____

Association Name: _____

Unit #: _____

Owner Name: _____

Signature: _____