

# Long Cove Club

## Architectural Review Board Appendix P Application for Change Order

Change order fee: \$250 payable by check to LCC ARB or can be placed on LCC member statement for payment upon request.

**LCC DG&P, Section 2.1.5 Construction Change Orders:** The ARB recognizes that as a construction project progresses, slight changes to ARB approved plans may become necessary. The desired changes should be submitted to the ARB together with an Application for Change Order (Appendix P) for its review and written approval prior to constructing such changes. As change orders are approved, the ARB shall notify the Property Owner if such change orders require revised plans suitable for a final "as built" file. Changes made without ARB approval will result in a penalty (Refer to Section 2.6 – Fees, Deposits and Penalties). Changes that require significant additional review may result in an additional fee, such fee to be based upon additional costs incurred by the ARB.

Property Owner \_\_\_\_\_

Builder/Contractor \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Lot # \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Architect \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email \_\_\_\_\_

Summary of Requested Change, pursuant to Section 2.1.5 of the DG&P:

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Upon ARB approval of this Application, it shall be an addendum to and subject to the approved Appendix A and Appendix E.

Date \_\_\_\_\_ Property Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_ Architect's Signature \_\_\_\_\_

Date \_\_\_\_\_ Builder/Contractor's Signature \_\_\_\_\_

To Be Completed by ARB:

Inspected and approved by authorized Architectural Review Board Member:

Date: \_\_\_\_\_ ARB Member Signature \_\_\_\_\_