

**WINDRIFT CONFOMINIUM OWNERS' ASSOCIATION**  
**ARCHITECTURAL CHANGE PROCEDURE**  
**PO BOX 680274**  
**PARK CITY, UT 84060**  
**October 2011**

1. **Obtain Application, Architectural Change Standards and Hot Tub/Spa Agreement from the Association.** Phone: 435-640-1150 or Email: Brenda.lake@comcast.net
2. **Submit Application, Plans, signed Hot Tub/Spa Agreement (if needed) and Application Fee to the Architectural Committee.** A fee of \$250 must be submitted at the time of application. This fee will be used by the Association's Architect or Engineer to review the drawings. If the review requires less than the \$250, the unused portion will be refunded to the owner.
3. **Review of Plans, Applications, Etc.** The Architectural Committee will review the application and plans.
4. **Preliminary Approval/Disapproval.** The Committee will notify the owner in writing of preliminary approval or disapproval. At that time the owner will also be notified of changes that must be made in construction or construction drawings. If drawing revision is required, the owner will need to re-submit the revised drawings to the Committee. The application must be approved prior to applying for a City building permit.
5. **Obtain a City Building Permit.** After the Committee issues a preliminary approval the owner has 30 days in which to obtain a City building permit.
6. **Committee Review of City Building Permit/plans.** After the City has issued the building permit, the owner must supply the Committee with a copy of the permit and the approved drawings. (Drawings must have the City "approved" stamp on them.) The Committee will then compare the City approved plans with the Association approved plans to ensure that what was initially approved is what was approved by the City.
7. **Final Approval By Architectural Committee.** If all plans are the same as previously submitted, then final approval will be granted in writing to the owner.
8. **Construction Can Begin.** See the Architectural Committee Standards for specific construction guidelines.

# WINDRIFT CONDOMINIUMS OWNERS' ASSOCIATION

P.O. BOX 680274, PARK CITY, UTAH 84068-0274

## ARCHITECTURAL CHANGE

According to the Covenants, Conditions and Restrictions (CC&Rs) of the Windrift Condominiums, an owner must get approval from the Association's Architectural Committee prior to making any change to the exterior of that owner's unit and prior to getting a Park City building permit. Filling out this form does not guarantee that the change will be approved. Failure to complete this form and submit it to the Architectural Committee may result in a fine assessed against the unit owner. If a change is made without the written approval of the Architectural Committee, the Committee may require that the change be restored to its original state.

Please return to: Mail to address above, Fax to 435-649-7938, or email to [brenda.lake@comcast.net](mailto:brenda.lake@comcast.net)

Date: \_\_\_\_\_

Condominium Number: \_\_\_\_\_

Condominium Owner Name: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

4. Proposed Change: Please describe the change in as much detail as possible to include composition of construction, paint, location and dimensions of the change, any structural changes, etc. Use another page if needed. **ALSO INCLUDE DRAWINGS WHICH SHOW THE CHANGE FROM AT LEAST TWO VIEWS.**

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