



**ARCHITECTURAL CHANGE REQUEST**

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

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

**NOTICE TO OWNER**  
Your proposed improvement may require a permit from the local building inspection department. You or your contractor should check with the building inspection department before starting any work.

**FULL DESCRIPTION OF CHANGE REQUEST:**

*Please provide a written description below. Also, please attach sketches, plan specifications, brochures and other applicable information. Please refer to the CC&Rs (if applicable) for more information prior to filing an Architectural Change Request.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If my above-described request is approved, I will obtain all necessary permits and licenses before any work on the improvement commences, and will be fully responsible for the manner and completion of the work, and the present and future costs and maintenance directly or indirectly related thereto.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

**PLEASE SIGN AND RETURN TO:**  
**The Helm Management Co., 4668 Nebo Drive, La Mesa, CA 91941**

**ARCHITECTURAL CONTROL COMMITTEE REVIEW**

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

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

- Approved, as submitted
- Rejected, as submitted
- Approved, subject to the following revision(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_