

BROADWAY HOLLYWOOD SUBMITTAL CHECKLIST:

Submittal Package: In order to expedite the approval process, the Submittal Package for any Improvements (other than patio furnishings and window coverings) must include the following:

- Remodeling Application
- Plans and specifications showing the location, nature, kind, shape, height, weight and materials, including the color and any other requirements set forth in the Architectural Guidelines ("Plans and Specifications"), clearly indicating all proposed modifications (**one (1) set** of each plan sheet)
- Floor plans, if an Owner is requesting permission to remove or relocate a wall
- Description of materials and colors
- A proposed construction schedule (including proposed start and completion dates)
- Certificates of insurance (including contractors exclusions and proof of valid workers compensation insurance). The Association shall be named as an additional insured on the Certificates of Insurance for the period of time the work is in progress.** Article VIII, Section 8.5.5 of the CC&R's.
- Permits and licenses, if applicable
- Names, addresses and phone numbers of all contractor's and subcontractors who will work on the project.

Note: At this time the Board of Directors has decided not to collect the \$1,000 security deposit as stipulated in the Residential Handbook.

PLEASE REVIEW THE ARCHITECTURAL GUIDELINES FOR ANY ADDITIONAL REQUIREMENTS OR INFORMATION.

The Architectural Committee will not be able to review your application unless all required plans, forms and information for your proposed Improvement(s) are included in your Submittal Package.

**BROADWAY HOLLYWOOD HOMEOWNERS ASSOCIATION
REMODELING APPLICATION**

RETURN FORM TO:

Broadway Hollywood Homeowners Association
c/o The Management Office
1645 Vine Street
Los Angeles, CA 90028

Date: _____

Unit #: _____

Name of Owner(s): (1) _____

(2) _____

Current Mailing Address(es):

(1) _____

(2) _____

Home phone: _____

Home phone: _____

Work phone: _____

Work phone: _____

Cell phone: _____

Cell phone: _____

Email: _____

Email: _____

Please provide the following:

Name and company name of general contractor:

Phone numbers: _____

State License Number: _____

Name and company name of designer:

Phone numbers: _____

Name of other important contacts for this Project and phone numbers:

Detailed description of proposed improvements:

Proposed Start Date: _____

Estimated Date of Completion: _____

Owner's Signature:

(1) _____ (2) _____

Date: _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____

Date Approved: _____

Date Letter of Approval Sent: _____

Insurance Received for Contractor: _____ Expiration Dates: _____