



## Birch Knoll Architectural Approval Request

Homeowner's Name: \_\_\_\_\_

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

Birch Knoll Address: \_\_\_\_\_

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

Homeowner's Address: \_\_\_\_\_

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

Plan Description: \_\_\_\_\_

Desired Time Schedule: Start Date: \_\_\_\_\_

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

Please show design in the area provided below. Include elevations, measurements, and relationships of the modification to your unit. Please attach any relevant plans and/or specifications.

Please deliver your request to Robin Ward at Real Estate Unlimited (REU) at 345-4110, Ext 2. Please allow up to 10 days for committee review and approval.

Description of materials to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: Please attach** samples of finish to be used. These will not be returned; they will be kept by the association, attached to this form.

Contractor's Name: \_\_\_\_\_

Contractor's Phone(s): \_\_\_\_\_

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

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**Request Approved** (Must be approved by majority of board members)

**Request Denied**

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

**Note:** Please be advised that the Municipality of Anchorage has independent authority to enforce building codes and may require a building permit to be issued. The homeowner is responsible for presenting their design to the MOA, Building Safety Division, for their approval prior to construction as required.

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

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Signature of a Board Member: \_\_\_\_\_

Date of Approval / Disapproval: \_\_\_\_\_

Date Copy Returned to Homeowner: \_\_\_\_\_