

**Sterling Hill Homeowner's Association, Inc**  
**Design Review Board**  
**Alteration Application**

**\*\*\*\*Note: RENTERS are NOT ALLOWED to submit alteration applications without NOTARIZED approval from the HOMEOWNER.\*\*\*\***

Date: \_\_\_\_\_ Control Number DRB # \_\_\_\_\_

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

**Each alteration must have a separate application.  
Describe in detail the type of alteration and materials to be used:**

---

---

---

---

(If more space is required, please attach additional sheet to this form)

**An application requesting approval for ANY alteration which occurs outside the exterior walls and grounds of the building must be accompanied by the following:**

- 1. Copy of the application.**
- 2. Copy of your lot survey with a clear sketch showing the location, size and type of construction to be done.**
- 3. Sample of colors to be used if applicable to the application.**
- 4. Copy of the contractor's estimate (less costs) showing materials to be used.**

**INCOMPLETE application packets will not be considered by the DRB.**

**If approval is granted, it is not to be construed to cover approval by County or City Code Requirements. Building permits from the appropriate Building/Code Enforcement Department are needed on most property alterations. The DRB shall have no liability or obligation to determine whether such alterations comply with any applicable law, rule, regulation, code or ordinance. The homeowner and its assigns assume all responsibility and cost for any addition or change and keep its future upkeep and maintenance.**

Homeowner's Signature: \_\_\_\_\_

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

Homeowner's Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Mail or Fax Complete Application To:**  
**Franklin & Company Property Management, LLC**  
**P.O. Box 5273**  
**Spring Hill, FL 34611**

**Fax: 352-200-4663**

**E-Mail: tqm@franklinaccounting.com**