

To be completed by applicant or their representative

Name of applicant:

Construction address:

Name of applicant's representative: (if different from above)

Status of applicant: Owner Representative Tenant Other: _____

Work #

Cell #

Email:

Purpose of construction:

Conceptual design review (recommended for new homes, no fee)

Construction application

Type of construction: New home

Home modification

Other

Estimated construction cost: \$

Total area: _____ sq ft

Project timeframe from: _____ to: _____

Name of land surveyor:

Documents attached: 2 Sets drawings

Insurance

MoW Permit

Payment

I have read and understand the Architectural Guidelines as published on www.sandyportmanagement.com

Sign

Date

For internal use only

Application # SPAD

Receive date

	Yes	No	N/A	Notes / Date	New home / mod.
Ownership verified	<input type="checkbox"/>	<input type="checkbox"/>		Completed <input type="checkbox"/>
Account current	<input type="checkbox"/>	<input type="checkbox"/>		Measured <input type="checkbox"/>
Application paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit pr. maint <input type="checkbox"/>
Database entry complete	<input type="checkbox"/>			Charge maint <input type="checkbox"/>
Application sent to committee	<input type="checkbox"/>		<input type="checkbox"/>	Acct status updated <input type="checkbox"/>
Insurance valid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acct size updated <input type="checkbox"/>
MoW permit valid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paint scheduled <input type="checkbox"/>
Committee approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gardening options <input type="checkbox"/>
Construction approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property DB <input type="checkbox"/>
Conditions	<input type="checkbox"/>	<input type="checkbox"/>		Construct. DB <input type="checkbox"/>
Database entry updated	<input type="checkbox"/>			As built supplied <input type="checkbox"/>
Building fee paid	<input type="checkbox"/>		<input type="checkbox"/>	
Provisional maintenance billed	<input type="checkbox"/>		<input type="checkbox"/>	Completed <input type="checkbox"/>
Accounting size & status updated	<input type="checkbox"/>		<input type="checkbox"/>	Abandoned <input type="checkbox"/>
Property database updated	<input type="checkbox"/>		<input type="checkbox"/>	Date
Signed survey plans received	<input type="checkbox"/>		<input type="checkbox"/>	