

## ARCHITECTURAL/DESIGN CHANGE APPLICATION



### **M2 Management Group**

Address: 7835 Freeway Circle  
Middleburg Heights, OH 44130

Phone: (330) 220-1100  
Email: [info@m2mgmt.com](mailto:info@m2mgmt.com)

Association Name: \_\_\_\_\_

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

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

NOTE: Incomplete applications and/or missing information will not be reviewed until all required items are received.

### **The Association needs the following information for the review process:**

- **This application completed with full details, including dimensions (if applicable)**
- **Plat map (this can be obtained from City Hall) of your property with illustration of changes including any landscaping changes.**
- **Photo(s), Brochure, &/or quote for a better understanding of what is being installed**

Description: Use the area below to briefly describe all proposed improvements, alterations or changes to your property including dimensions. Please attach details by sketches, drawings, clippings, pictures, catalog illustrations, and other data.

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### **OWNER'S ACKNOWLEDGEMENTS**

I understand that:

1. Nothing herein contained shall be construed to represent that alterations to land or buildings in accordance with these plans shall violate any of the provision of building and zoning codes of the county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver of modification of any said restriction.
2. No work on this request shall commence until written approval of the Association has been received.
3. Any construction or exterior alteration undertaken by me or on my behalf before approval of this application is not allowed. If alterations are made prior to written approval, I may be required to return the property to its former condition at my own expense. If this application is disapproved wholly or in part, I may be required to pay all legal expenses incurred.
4. Any approval is contingent upon construction or alterations being completed in a workmanlike manner.
5. M2 Management and Members of the Association's Board are permitted to make routine inspections.
6. All proposed improvements must meet City codes. My signature indicates that these standards are met to the best of my knowledge. I understand that an application for all required building permits is my responsibility.
7. Any variation from the original application must be resubmitted for approval.

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once you have completed the information and your drawing(s), please email, mail, or fax them to M2 Management Group. The Association will review your project details and send their decision in writing after reviewing your application.