



GRAND ELK OWNERS ASSOCIATION

Design Review Board

CHANGE REQUEST FOR CURRENT CONSTRUCTION

This Application will be accepted for review when ALL information is provided, ALL fees & deposits are paid and upon verification

Applicant/Property Owner is current on ALL Grand Elk Owners Association assessments, levies and/or fines.

FEE \$100.00

INSTRUCTIONS TO PAY FEE: Email drbchair@grandelk.com to request fees & deposits be posted on the owner's portal. In the email, please state your name, lot, address and Change Request Application

TO BE COMPLETED BY APPLICANT. PLEASE FILL IN PDF FORM OR PRINT CLEARLY.

Date _____ Lot & Village _____ Email _____

Property Address _____

Owner _____ Phone _____

Builder _____ Phone _____

REQUESTING A CHANGE FROM DRB APPROVED PLANS: Describe in narrative detail the specific change(s) requested from the approved documents and the reasons for the change.

Attached is additional information, narrative or graphic, which helps further to explain the nature of the request and why it should be granted.

The applicant will be notified of any additional fees relative to the time involved with the review of this request. Requests will be considered on a case-by-case basis. The fee provided to the GEDRB in regard to the review of the request, regardless of the outcome, shall be borne by the applicant. This fee is in addition to the standard Design Review Fee.

Save form and label file with last name, legal description and what is shown in the file. Example: "Jones L 72 Arrowhead Variance."

Email application and required files to drbreview@grandelk.com.

STATEMENT OF RECOGNITION

I have read, understood and affirm that I will comply with the Grand Elk Ranch & Club Design Guidelines and Regulations concerning the guideline parameters and procedures for the design and construction processes at the Grand Elk Ranch & Club. I acknowledge that a Final Inspection & Release Letter is required to apply and obtain a Certificate of Occupancy from the Winter Park Building Department. I further acknowledge that I have authority to sign on behalf of the corporation/company if the owner and/or builder are a corporation/company. I further acknowledge that all fees and deposits are paid in full and all parties signing are current on all Grand Elk Owners Association assessments, levies and/or fines.

PROPERTY OWNER SIGNATURE _____

DATE _____

BUILDER SIGNATURE _____

DATE _____