



# Modification and Landscaping Approval Request

Any modifications are required to be approved by the Architectural Control Committee and / or the Landscaping Committee in accordance with the Prominence Pointe’s Declarations. That includes fencing, lot alteration, landscaping, construction of dwellings, outbuildings, external modifications of dwellings and/or outbuildings. Owners may not begin modifications noted above until written plans and specifications have been submitted to and written approval has been obtained from the Architectural Control Committee and / or the Landscaping Committee.

Submit your request at least 2 weeks before scheduled work is to begin. Please complete the following:

Type of modification requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Homeowner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Alt. Phone # \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_

Estimated: Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Please attach detailed written plans and specifications. The plans must at the very least show the nature, kind, shape, height, square footage, materials, location of the structure, driveway, landscaping plan and clearing limits. The plans must conform to architectural standards, and provide for a structure which is in harmony as to external designs and location with surrounding structures and topography and, as in the recorded site plan, site plan notes and plat notes.

Show the proposed design on a copy of your as-built survey. Include elevations, measurements, and relationships of the modification to your home. Consult the Prominence Pointe’s Declarations regarding building and landscaping approval requirements.

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 or the homeowner contractor is responsible obtaining all necessary permits from the Municipality of Anchorage as required by code.

Please deliver your request to the PacRim Properties at 405 W. 27th Avenue Anchorage, AK 99503, or Fax to (907) 762-5497, or Email to [info@prpalaska.com](mailto:info@prpalaska.com) and Dean DesLauriers [deand@prpalaska.com](mailto:deand@prpalaska.com)

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**For Approval Committee Use Only**

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Denial of approval for modifications and landscaping plans may be appealed to the Prominence Pointe HOA Board of Directors as outlined in the Declarations XI Section 5