



***Instructions for Request for  
Architectural & Landscape Changes***

Changes and additions for which approval must be obtained include all proposed exterior additions and landscaping changes that extend to common elements.

Please state as concisely as possible the nature of the request to be considered. Cite any part of the Architectural Guidelines or Rules & Regulations which will be relevant to the Board's decision.

- 1.) Before completing this form, please refer to the current Architectural Standards to make sure that the request you are making is in compliance with these policies.
- 2.) All requests must be submitted in writing to the attention of the Architectural Committee, c/o the address below.
- 3.) This form, a sketch or diagram of the proposed change, and an Indemnity Agreement signed by the Owner of the Unit must be submitted with each request.
- 4.) Describe in detail on the reverse side, of the application form, the architectural change you would like to make. Please be as specific as possible. Be certain to state the placement of the change in relation to your unit, specific dimensions of all materials, the type of materials to be used, the reason the change is requested, and any other appropriate information. Lack of sufficient detail may result in your request being denied, thus delaying the initiation of any change.
- 5.) Return the application, indemnity agreement, and the requested information to the following address:

**CRANBERRY ESTATES  
ARCHITECTURAL COMMITTEE  
C/O Danella Realty & Management Compay  
P.O. BOX 1017  
BLUE BELL, PA 19422-1017**



**REQUEST FOR ARCHITECTURAL CHANGE  
CRANBERRY ESTATES  
ARCHITECTURAL COMMITTEE**

**Date:** \_\_\_\_\_

**Owner (s):** \_\_\_\_\_ **of Unit #:** \_\_\_\_\_

**Phone # (work):** \_\_\_\_\_ **(home):** \_\_\_\_\_

**Descriptions and Specifications:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please continue on another piece of paper if needed & remember to include your diagram)

**Work to be done by:** \_\_\_\_\_

All work performed, either by a contractor or a homeowner, must be approved by registering with the Manager and familiarizing themselves with an As-built Plan. As part of the approval, the contractor **MUST** submit an Insurance Certificate of Liability before the work is started.

As the Unit Owner, I/we agree to be totally responsible for the entire installation, maintenance and upkeep (replacement, insurance, etc.) for the above request, if approved. This agreement will be made part of any agreement of sale that I/we may enter into for the above-mentioned unit.

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

\*\*\*\*\***(office use only)**\*\*\*\*\*

Date Submitted to the Architectural Committee: \_\_\_\_\_ Approved: Y N Date: \_\_\_\_\_

Date Submitted to the Board of Directors: \_\_\_\_\_ Date Rejected: \_\_\_\_\_

Notification was made on: \_\_\_\_\_ in the form of a \_\_\_\_\_

Notification was made by: \_\_\_\_\_

Return form to:

Cranberry Estates Architectural Committee c/o Danella Realty & Management Company  
P.O. Box 1017 · Blue Bell, PA 19422-1017 · Phone (610) 834-6200 · Fax (610) 834-6204



## Architectural Change Indemnity Agreement

**It is understood that prior to the commencement of the architectural/external change, a Certification of Insurance must be received (including Workman's Compensation Insurance) from my contractor.**

**Furthermore, I agree to indemnify the CRANBERRY ESTATES from any claim, dispute, or mechanic's lien arising from the proposed architectural change. Any and all damage to the common and limited common area, community owners, residents and visitors arising out of the architectural/external change is my responsibility and I agree to save the Board of Directors, Association, and Management harmless from any and all liability which may result from approval.**

Owner: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit #: \_\_\_\_\_