

Vassar Square Condominium Association  
c/o CAMCO Property Management  
4800 Boardwalk, Ventnor, 08406  
Email: [mlorenz@camcomgmt.com](mailto:mlorenz@camcomgmt.com)  
Phone: 609-822-1123

**Architectural Request for Change Form**

Unit owner (Print): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**INSTRUCTIONS**

Proper completion of this application will expedite processing. Incomplete applications will be returned without approval; therefore, it is suggested you review documents before filling out application. Please attach additional sketches/pictures if necessary. The application must be signed by the unit owner in the space below and under liabilities on Page 2.

Work MUST BEGIN within six (6) months of approval. If work is not started within six months, the approved application will be null and void. City approval is required for all construction in the owner's condominium. Prior Association approval is necessary before submission to the city for necessary permits. All interior condominium improvements and/or changes require Association approval.

**DESCRIPTION OF IMPROVEMENT**

I request approval of the Vassar Square Board of Trustees to undertake the above improvement to my property at the address shown above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unit owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Space below for Management office**

Date application received: \_\_\_\_\_ Approved: \_\_\_\_\_

Date of first review ARC \_\_\_\_\_ Denied: \_\_\_\_\_

Comments: \_\_\_\_\_

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

Date Inspected: \_\_\_\_\_ Inspected by: \_\_\_\_\_

**Liabilities:**

The approval granted by the Association for any Architectural project is valid only to the extent that it complies with the architectural guidelines of the association. Such approval shall not relieve or indemnify the unit owner from any liability of any kind. The unit owner shall remain responsible for any damages, costs, or claims arising out of related to the approved project.

**Unit Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**One ARC Form for each project.**

**Windows and Sliding Doors** - picture of sliding balcony door, color, and style (full view or mid view recommended, no ornamentation), Certificate of insurance from contractor listing the Vassar Square Condo Association and the unit owner as additional insured.

**Kitchen Renovation** - applicable permits, plot plan with location, size, materials to be used, Certificate of insurance from contractor listing the Vassar Square Condominium Association and the unit owner as additional insured.

**Bathroom Renovations** - applicable permits, plot plan with location, size, materials to be used, Certificate of insurance from contractor listing the Vassar Square Condominium Association and the unit owner as additional insured.

**Full Renovations of entire condominium** - applicable permits, plot plan with location, size, materials to be used, Certificate of insurance from contractor listing the Vassar Square Condominium Association and the unit owner as additional insured. When submitting the ARC request application, please make sure you have all the information requested and that you have signed the front and back of the application. Proper completion of this application will expedite processing. Incomplete applications will be returned without approval; therefore, it is suggested you review your documents before filling out the application.

**All ARC requests need to be sent to the General Building Manager at [mlorenz@camcomgmt.com](mailto:mlorenz@camcomgmt.com) or Administrative Assistant at [admin@vassarsquare4800.com](mailto:admin@vassarsquare4800.com) .**

**\*\*\*Construction Regulations on next page.**