

APPLICATION FOR BOARD OF DIRECTORS APPROVAL OF EXTERIOR REPAIRS

**CORDOVA SQUARE OWNERS' ASSOCIATION**

C/O J STEWART REALTY COMPANY  
220 S. PALAFOX STREET  
PENSACOLA, FL 32502  
PH: 850 434-7747 FX: 1-866-639-8490  
[cordovasquare@gmail.com](mailto:cordovasquare@gmail.com)

ADDRESS OF BUILDING \_\_\_\_\_

OWNERS NAME \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

CONTRACTOR PULLING PERMIT \_\_\_\_\_

CONTRACTORS MAILING ADDRESS AND PHONE NUMBER: \_\_\_\_\_

CONTRACTOR LICENSE NUMBER \_\_\_\_\_

CONTRACTORS GENERAL LIABILITY INS CERTIFICATE ATTACHED: \_\_\_\_\_

CONTRACTORS WORKMANS COMP CERTIFICATE ATTACHED: \_\_\_\_\_

CONTRACTORS HAS BEEN INFORMED THEY MUST MEET WITH MANAGEMENT FOR DUMPSTER  
PLACEMENT : \_\_\_\_\_

LEASING COMPANY'S INSURANCE CERTIFICATES ATTACHED: \_\_\_\_\_

SUBMITTAL REQUEST

\_\_\_\_\_ SIGNAGE      \_\_\_\_\_ EXTERIOR REPAIRS      \_\_\_\_\_ WINDOWS      \_\_\_\_\_ ROOF  
\_\_\_\_\_ DOORS      \_\_\_\_\_ GUTTERS      \_\_\_\_\_ PAINTING      \_\_\_\_\_ AWNING

**Separate page for SCOPE OF WORK** Describe in detail, the proposed improvements in which you are requesting approval. Include color(s), size(s), specifications of siding, materials, location of window replacements, the details of installation, the elevation calculation's with pictures of which elevation on the building, and any other pertinent information needed by the Board in order to make a decision.

**Separate page for specs on windows** and fabric shield if applicable

**Separate page for specs on roofing**

SUBMITTAL WILL NOT BE PROCESSED WITHOUT ALL REQUIRED INFORMATION ABOVE .  
NO WORK MAY BEGIN WITHOUT A PERMIT DISPLAYED ON THE BUILDING.

Please refer to your Covenants and Restrictions for guidelines on what is and is not permitted in your Association. You will be notified in writing of the decision of the Board. The Association's website [www.cordovasquarebiz.com](http://www.cordovasquarebiz.com) has many of the documents you will need to review at the bottom of the website.

Signature of the Owner

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

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Cordova Square Owners' Association

By: \_\_\_\_\_ Date: \_\_\_\_\_