



BOCA WEST MASTER ASSOCIATION

Required Documentation



BWMA Architectural Control Checklist

Petitioner's Information Contractor's Information Village Board Approval (page 1 of the petition)		Is your address, phone number, Village, and email address on the petition?
		Is the contractor's information section complete? Do you have three Village Board members' signatures of approval? Did the Village Manager sign off on the petition?
Waiver of Liability		Is the first page complete?
		Did all legal homeowner (s) read and sign the Waiver?
Insurance		Required Amount: Commercial General Liability \$1,000,000 Worker's Compensation Statutory NOTE: The Certificate of Insurance must name the BWMA as the Certificate Holder exactly as noted below: Boca West Master Association 20540 Country Club Blvd Ste 105 Boca Raton, FL 33434
Contractor (s) License		Did the contractor provide a copy of his license?
Contract Governing the Job		Did you include a copy of the contract governing your project with the confidential information deleted? *If your project requires a permit number, please submit a permit number*
Samples		Did you obtain samples of the material you will be using for your project?
Survey/Structural Engineer's Report		If a survey is required by Palm Beach County, did you include a survey showing the exact location of the proposed work? Mid Rises: If incorporating a terrace into a living area. A structural engineer's report MUST be submitted confirming the weight will not affect the high-rise building structure.
Architectural Plans (for tear down/re-builds) and additions to homes		Did you include the blueprints?

* Incomplete packets will be returned to the Village and/or Property Manager, which may delay receiving approval.

* Once you have all of the documentation, submit your petition along with the documentation to your Village's property manager to obtain Village approval.

* After you receive Village approval, your property manager will confirm the application is complete and forward the petition to BWMA for final approval.

* The BWMA Architectural Control Committee will review your petition and will make a recommendation to the BWMA Board.