

# Transmittal Application

Activity Office Only

Transmittal #: \_\_\_\_\_

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

**This is a request only. Submission does not guarantee approval.**

Date: \_\_\_\_\_ Topic of Transmittal: \_\_\_\_\_

Club Name: \_\_\_\_\_ Lot Owner Name: \_\_\_\_\_

Name of Person Submitting: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please read the instructions before completing this form.**

1. Give a brief summary of the proposed project: \_\_\_\_\_

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

2. Give rationale or statement of need for the project: \_\_\_\_\_

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

3. Identify the area or location to be used (Attach a simple drawing or photo, if applicable): \_\_\_\_\_

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

4. Identify project base items needed. Planning Committee is available for assistance:

a. Foundation: \_\_\_\_\_

b. Materials: \_\_\_\_\_

c. Electrical: \_\_\_\_\_

d. Water: \_\_\_\_\_

e. Miscellaneous: \_\_\_\_\_

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5. Describe any volunteer labor, if applicable: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. All funding must be appropriated by and through either the Social Board and/or Condominium Board.

7. Other Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Submitting Application

\_\_\_\_\_  
Supporting Owners, if not club related

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Supporting Owners, email address

\_\_\_\_\_  
Club President email address

\_\_\_\_\_  
Supporting Owners, if not club related

\_\_\_\_\_  
Club Social Board Liaison Signature

\_\_\_\_\_  
Supporting Owners, email address

\_\_\_\_\_  
Club Social Board Liaison email address

\_\_\_\_\_  
Activity Director signature