

TIPS FOR COMPLETION OF THE ALTERATION APPLICATION

The Architectural Control Committee (ACC) meets monthly to review applications that were submitted prior to the cutoff date for the meeting. The committee will be reviewing multiple applications – not just yours. They need each applicant to submit complete applications with good descriptions of their projects. Incomplete applications or applications that leave the committee with questions will be rejected or denied. To successfully have your application approved on the first submittal, consider the following tips:

- Before completing the application, review the ACC guidelines for your project. If your project will vary from the published guidelines, then a variance should be requested and an explanation of why the variance is being requested. Please note that some variances may require the approval of the Board of Directors as well as the ACC.
- The application is two pages – complete and submit both pages. If you are installing a fence, landscaping or swimming pool, you must also submit the appropriate Addendum to the Application.
- A copy of the FULL plot plan must be included with every application. Always show the top of the plan with the lot details and the surveyor's information at the bottom of the plan. Be sure to sketch the location of the project on the plot plan. If a blow up of a portion of the plot plan will be helpful in the description of the project, that should also be included. (NOTE: If you can feel a raised seal on the plot plan, that is an original and should be saved for future uses such as submitting for permits to the County.)
- Only one full project should be included on an application (i.e. screen existing lanai, pool with screen enclosure, or fence with street landscaping is one project)
- Provide a detailed description of the project such as "Installation of a 6' tan PVC fence beginning 10' from each front corner of the home and extending 45' feet toward the rear of the property where it will transition with a curved transition panel to a 4' open picket tan PVC fence extending for 18' on each side of the lots. The 4' open picket will continue for the width of the rear property line. There will be one 4' wide gate located on the East side of the home. "See attached", "Installing a fence" or "fence per guidelines" is not a detailed description. Your description should provide the committee with a vision of what your project will be upon completion.
- Applications for street side fences will not be reviewed without a detailed description of the landscape design to be installed outside the fence facing the street.
- Landscape plans should include the size and shape of the landscape bed, the number and types of plants to be installed. Include pictures and some details about the plants to be used (this can be copied from the internet), recommended zone for plant, size of plant to be installed and approximate size of plant when fully grown.
- Swimming pool applications must contain an application for either a screen enclosure or fence. (A child safety fence does not comply with the published guidelines.) The application will not be reviewed if this is not included.