



WINDOVER FARMS OF MELBOURNE HOMEOWNERS ASSOCIATION, INC.

4025 Windover Way, Melbourne, FL 32934 (321) 259-2216

APPLICATION TO CHANGE TOPOGRAPHY

Date: _____ Anticipated Finish: _____ Lot: _____

HOMEOWNER

Name _____ Address _____

City _____ State _____ Zip _____

Phone: Home (_____) _____ Work (_____) _____

Fax (_____) _____ Cell (_____) _____

E-Mail: _____

With this application, the owner must provide:

1. **Pictures of the area**
2. **A detailed written plan** describing the topography changes to be completed INCLUDING the approximate square footage of any area being cleared.
3. The most current plot plan or survey clearly showing the project area.
4. You must contact ALL of the following departments for permit inquiry. If you do not need a permit, it must be provided in writing with this application.
 - a. Brevard County Building Department (Land and Natural Resources concurrence)
 - b. Saint Johns River Water Management District

Timetable and Fees

1. Application Timetable - expires after one (1) calendar year

Applications for ARC approval must be submitted to the Homeowners' Association Manager's Office located in the Pavilion not later than **2 days** prior to the ARC meeting. **Incomplete applications will not be considered.** ARC meetings are held on the **3rd Tuesday** at the Pavilion Office at **7:30 p.m.** (Meeting dates subject to change, please contact the office to confirm date). Association Manager's Office Telephone: (321) 259-2216.

2. Fees

A **\$100 refundable deposit** will be required. This fee **will be deposited into an escrow account** and will be **fully refundable** upon satisfactory completion and final inspection by the ARC of the Topography change. **Any changes made without prior ARC approval will result in the forfeiture of deposit. NO work may start until the ARC has reviewed and approved this application at its monthly meeting.**

No improvement or structure of any kind, including without limitation, any grading, clearing, extensive interference with the landscape, or other improvement shall be commenced unless and until the plans, specifications, and location of the same shall have been submitted to, and approved in writing by the Architectural Review Committee (ARC). All plans and specifications shall be evaluated as to environmental compatibility, harmony of external design, and location in relation to surrounding structures and topography and as to conformance with the Architectural Planning Criteria of the Association.

Note: all cleared areas must be sodded unless this application is accompanied with a landscape plan that must be approved by the ARC.

Neither the ARC nor any owner shall be permitted to fill any Retention Area.

All topography changes and modifications shall be contained to the lot number identified above and **shall not affect the drainage of adjacent lots under any circumstances.**

Upon completion, I will have _____% of the lot natural as indicated by the accompanying plans. (Every effort must be made to save as many trees and as much natural vegetation as is reasonable and possible. The ARC requires a minimum of 20% when possible)

Examples of topography change requiring an application include but are not limited to:

- 1. Bringing in yards of topsoil or fill to raise low spots in the terrain**
- 2. Using heavy equipment**
- 3. Excavating tree stumps (stump grinding excluded)**
- 4. Extensive change of garden plantings**

Signed _____

Date _____