APPLICATION FOR APPROVAL OF EXTERIOR MODIFICATIONS & IMPROVEMENTS

To provide and protect each individual homeowner's rights and values, it is required that any homeowner considering improvements or change of their property which would affect the exterior appearance, **MUST** submit their request in writing to the Architectural Review Committee **PRIOR** to initiating work on planned improvements. If any change is made that has not been approved, the Committee has the right to ask the homeowner to remove the improvement from the property.

Association Name: _____

Application Name: _____   Email: _____

Property Address: _____   Phone: _____

APPLICATION FEE REQUIRED – ONE PROJECT PER APPLICATION

There is an application fee of **$25.00** for all modification requests. Payment can be submitted online via your Townsquare account and clicking Make a Payment, or by visiting https://pay.allianceassociationbank.com. **Include a copy of your payment confirmation with your completed application.**

Select the option below that most closely describes the exterior modification or improvement. Compile the documentation listed below and submit with this completed application for review by the Committee. **ALL requirements must be met before approval can be considered. Failure to provide complete information will delay the process and lead to an automatic denial of the application.**

If an application is submitted and determined incomplete, the applicant will be notified of the missing items/information to constitute a complete application. The applicant will have 10 business days to submit the required items. Failure to submit the required items within the allotted time will result in an automatic denial. Once a denial is issued, an application fee is required for a new submittal.

☐ Replace/Update Existing Feature	☐ Landscaping	☐ Removeable Structure	☐ Permanent Structure
o Doors (House/Garage) o Fence / Gate o Roof / Gutters o Siding / Painting o Windows / Shutters	o Additions o Removal o Removal/Replacement o Fountains / Yard Art o French Drain o Irrigation	o Outdoor Storage o Play Structure	o Driveway / Sidewalk Extension o Generator o Flagpole o Outdoor Kitchen o Patio / Pergola / Lanai o Pool / Spa (in ground) o Room Addition o Solar Panels
REQUIRED DOCUMENTATION	**REQUIRED DOCUMENTATION**	**REQUIRED DOCUMENTATION**	**REQUIRED DOCUMENTATION**

✓ **MATERIALS LIST**
Doors (House/Garage)
- Manufacturer spec sheet
- Photo of door replacement
- Paint/Stain Color Chip Sample
 	
Fence / Gate
- Lot Survey showing fence/gate location with dimensions
- Materials
- Dimensions
- Photo/picture of fence/gate Replacement
 	
Roof / Gutters
- Manufacturer spec sheet (Product name / color / warranty)
 	
Siding / Painting
- Manufacturer spec sheet
- Paint/Stain Color Chip Sample
- Specify body / trim colors
 	
Windows / Shutters
- Manufacturer spec sheet
- Location of window replacement
- Photo of window type and location
- Paint/Stain Color Chip Sample
	✓ **MATERIALS LIST**
	ALL Landscaping Improvements
	- Lot Survey showing landscape additions, removal/replacement, yard art, French drain, irrigation
	- Materials & plant list with size & species
	- Photo / design rendering of enhancements
		✓ **MATERIALS LIST**
		ALL Improvements
		- Lot Survey showing location of structure
		- Manufacturer spec sheet
		- Materials
		- Dimensions
		- Photo of home / design rendering of enhancements
			✓ **MATERIALS LIST**
			ALL Improvements
			- Lot Survey showing location of structure
			- Manufacturer spec sheet
			- Materials
			- Dimensions
			- Photo / design rendering of enhancements
			- Architecture & Engineering plans required for room additions
			
			POOL INSTALLATION
			- Lot Survey showing location of pool and any ancillary structures to include pool filtration system
			- Materials
			- Dimensions
			  o Distance from the pool decking to each fence
			  o Pump equipment location
			  o Drainage route
			  o Location to access property
			- Photo / design rendering of enhancements
			- Architecture & Engineering plans required for pool installation

Describe the proposed modification selected above. Include all items in the Materials List for the specific improvement, including, but not limited to, engineered lot survey showing location of improvement (where applicable), manufacturer specification sheet, materials used, dimensions of improvement (length/width/height), photo/design rendering of improvement, paint/stain color chip sample and paint location (body, trim, doors, garage, shutters, etc.).

Proposed Modification or Improvement: _____

Location of Improvement (submit engineered lot survey showing location of improvement)

Materials Used (include manufacturer's specifications sheet): _____

_____

_____

Paint / Stain specifications (exterior painting only):

     Main dwelling: _____

     Trim: _____

     Front Door: _____

     Garage Door: _____

     Shutters: _____

Dimensions: _____

_____

Proposed start date: _____ Estimated Completed Date: _____

Include a copy of your online payment confirmation for the $25.00 application fee. Visit your Townsquare portal and click on Make a Payment or visit https://pay.allianceassociationbank.com.

I understand that the Architectural Review Committee will act on this request as quickly as possible within the timeframe and guidelines as outlined in the Declaration of Covenants, Conditions and Restrictions. The Committee will notify me in writing regarding its decision. Furthermore, I understand that it is my responsibility to ensure compliance with all applicable governmental ordinances, codes, permits, etc. affecting such improvement(s). I agree not to begin property improvements until the Architectural Review Committee notifies me of their approval.

ALL requirements must be met before approval can be considered. Failure to provide complete information will delay the process and lead to an automatic denial of the application.

If an application is submitted and determined incomplete, the applicant will be notified of the missing items/information to constitute a complete application. The applicant will have 10 business days to submit the required items. Failure to submit the required items within the allotted time will result in an automatic denial. Once a denial is issued, an application fee is required for a new submittal.

I have read and will abide by the community's governing Declaration of Covenants, Conditions and Restrictions.

By signing below either by way of electronic signature or typing my name, I certify that the information submitted on this form is true and correct and I am the intended applicant for this modification request.

_____   _____
Homeowner Signature (electronic)   Date

PLEASE RETURN THE COMPLETED APPLICATION AND REQUIRED INFORMATION TO: modifications@inframark.com