

# PORTRAITS HOME OWNER ASSOCIATION

## Architectural Change Request

Home Owner Name \_\_\_\_\_ Lot# \_\_\_\_\_

House Number: \_\_\_\_\_ Street \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Contact Email address \_\_\_\_\_

### Instructions:

- **Before submitting form review architectural guidelines found on PortraitsHOA.com to find approved materials and specifications**
- Provide COMPLETE description for all requests (page 2)
- Provide attachments for all with \* (see page 2)
- Complete all Pages, Send ALL pages and attachments
- Homeowner is responsible for securing all required Building Permits
- Perimeter Hedge replacement clusia or Arvicola ONLY
- Surveyor or Plot plan required for any patio, walkway, inground pool ,dock, seawall, fencing
- Please email this completed form to [PortraitsHOA@comcast.net](mailto:PortraitsHOA@comcast.net)
- **KNOW WHAT CITY OF PEMBROKE PINES REQUIRES FOR PERMITS**

### HOUSE: provide COMPLETE details in description field

- Impact Windows (windows on "zero" side must remain glass block) \*
- Hurricane Shutters (Accordion or Roll Down / white or almond only)\*
- Roof (Provide manufacturer /color / style / material)\*
- Driveway (provide color / style / material) \* if Staining provide color
- Front Door (provide specifications and picture) \*
- Garage Door (provide specifications and picture)\*
- Docks / Seawall – Retaining Wall \*
- Fencing (provide height and location)\*
- Gutters \*
- House Numbers (provide style)
- Inground Pool \*
- Outside Lighting (Garage, Entry)
- Patio (provide size and location) \*
- Patio with Aluminum Roof \*
- Screened enclosure \*
- Solar Panels (provide location) \*
- Walkway (provide location / style / material) \*

**Hurricane Modifications** must be in compliance with all applicable County building and zoning ordinances. Please be advised that you are responsible for obtaining any required permits and insuring that your plans do not violate any applicable County building codes.

### LANDSCAPING: provide COMPLETE details in description field

- Tree Addition (provide type / location)
- Hedge Removal      Hedge Replacement (green Arboricola or Clusia only) check one  Arboricola    Clusia
- Landscaping Change (describe project in area provided below)
- Fountain (add location, picture, heigh

**OTHER: provide details in description field on next page**

DESCRIBE PROJECT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In accordance with Article XI, Section 7 of the Declaration, the Association has an easement over lots to maintain a community wide irrigation system, portions of which are located on your lot. By executing the ARB approval form you acknowledge that you will be responsible for all costs including, but not limited to, damages to the irrigation system incurred by the Association as a result of the improvement contemplated in this ARB approval**

**Choose attachments provided: MUST SELECT**

Plot Plan \_\_\_\_ Architectural Plans \_\_\_\_ Engineering / Grading Plan \_\_\_\_ Picture \_\_\_\_  
Property survey with fence location drawn, including setback measurements from front corners of home and property lines \_\_\_\_ Contractor drawing and information Patios/Screen enclosures \_\_\_\_  
Property survey showing location including setback measurements Contractor drawing of screening \_\_\_\_  
Color of screen framing (white or bronze) \_\_\_\_ Neighbor approval of Shed \_\_\_\_  
Aerial view of the house with the location and dimensions of Solar panels Description of how panels will be attached to roof and color of panels \_\_\_\_  
CONTACTOR proof of Liability Insurance \_\_\_\_\_

**APPROVED**                       **APPROVED with comments**                       **Denied with comments**

Comments \_\_\_\_\_  
\_\_\_\_\_

Chairman/ Committee Member \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL OF PROPOSED PLANS DOES NOT WAIVE THE NECESSITY OF OBTAINING ANY REQUIRED CITY OR COUNTY PERMITS. OBTAINING A CITY PERMIT DOES NOT WAIVE THE NEED FOR ASSOCIATION ARCHITECTURAL CONTROL APPROVAL.**