

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
- Surveyor or Plot plan required for any patio, walkway, inground pool ,dock, seawall, fencing
- Please email this completed form to 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) *

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 change)
- ☐ Fountain (add location, picture, height)

OTHER: provide details in description field on next page

DESCRIBE PROJECT: _____

Choose attachments provided:

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 _____

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.

☐ **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.