

APPLICATION FOR ARCHITECTURAL MODIFICATION(S)
ACC FORM FOR REVIEW

ACC forms take approximately 7-15 Business Days to process. Please note modifications CANNOT begin until you receive an answer/approval in writing. You do not have to call to check the status of your application.		
For processing of this application, mail/drop-off to: or to on-site office/clubhouse. (DO NOT FAX) 5805 Blue Lagoon Drive, Suite 310, Miami, Florida 33126 Please deliver or mail this form with ALL required property surveys, plans, and/or specifications. Please be sure to include required pictures, samples, property survey, plans and/or specifications so there is no delay/return.		
Association Name: _____		("Association")
Property Address: _____		
Date Applying : _____	Daytime #: _____	Account#: --
Name of Owner(s): _____		("Owner")

Approval is proposed for the following modification(s), addition(s), and/or alteration(s) as described below and/or on the attached page(s) (the "Work"):

Check the applicable boxes and/or describe below:

- | | | |
|--|--|---|
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Landscaping Additions/Modifications | <input type="checkbox"/> Play Structure/Playgrounds |
| <input type="checkbox"/> Exterior Paint as per approved colors | <input type="checkbox"/> Other Exterior Modification | <input type="checkbox"/> Pool Installation |
| <input type="checkbox"/> Exterior Lighting/Solar Lights | <input type="checkbox"/> Patio Furniture Visible | <input type="checkbox"/> Satellite Dish Location |
| <input type="checkbox"/> Fence as per approved criteria | <input type="checkbox"/> Patio/Terrace/ Decks | <input type="checkbox"/> Spa/Jacuzzi |
| <input type="checkbox"/> Hurricane Panels/Accordion Shutters | <input type="checkbox"/> Pavers/Driveway/Paver Extensions | <input type="checkbox"/> Other: _____ |

THIS IS A RE-SUBMITTAL <input type="checkbox"/> Yes <input type="checkbox"/> No
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Additional Information/Detail: _____

Attached...Please note you **MUST** provide the following: (If Applicable) **Process will be delayed if missing!**

- | | |
|---|---|
| <input type="checkbox"/> Color plan(s) | <input type="checkbox"/> Property Survey, showing location of Modification(s) |
| <input type="checkbox"/> Drainage Surface Water Plan | <input type="checkbox"/> Sample(s)/Picture(s) |
| <input type="checkbox"/> Initial or Revised Plan(s) and/or Specification(s) _____ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Material(s) Designation Plan/Sample(s) _____ | <input type="checkbox"/> Other: _____ |

In consideration for the Association reviewing and approving this Application, by initialing and signing below, Owner agrees and acknowledges as follows:
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_____ Owner shall be fully responsible for any and all damages to common areas or other adjacent property, including damage caused by Owner's contractors, suppliers, laborers, and/or vendors. Access to perform the Work is only to be through Owner's property. All persons performing Work shall be licensed and insured as required by the Association. Proof of such licensure and insurance shall be provided to the Association in advance of the Work being performed. Work shall only be performed during times designated by the Association.

_____ Owner agrees and understand that should the owner desire to install any new improvement or landscaping within the boundary of a lot, a drainage surface water plan prepared by a professional irrigation contractor, a landscape architect, or an engineer acceptable to the Association will be required to accompany this application. Said water plan must certify that the proposed improvement or landscaping will not adversely affect the drainage and irrigation of the Community and/or any adjacent lots.

_____ Owner shall obtain all necessary permits and approvals from all authorities having jurisdiction over the Work. Owner shall fully comply with all governing documents of the Association, including but not limited to all rules and regulations of the Association. Owner shall be present at all times during performance of the Work.

_____ To the fullest extent permitted by law, Owner shall indemnify, defend, release, and hold harmless the Association, its officers, directors, agents, managers, and employees (the "Indemnified Parties") from and against any and all claims, liability, damages, losses, expenses, and costs, including, but not limited to, attorney's fees, at both the trial and appellate level, caused in whole or in part by any act, omission or default of the Owner or anyone acting on the Owner's behalf, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, arising from the Work that is the subject of this Application. In any and all claims against the Indemnified Parties by any employee of the Owner or anyone acting on the Owner's behalf, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation hereunder shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Owner or anyone acting on the Owner's behalf, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable under Workmen's compensation acts, disability benefit acts or other employee benefit acts. The provisions of this Paragraph shall survive the completion of the subject work. This indemnity shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that otherwise exists in favor of the Indemnified Parties.

_____ **Owner agrees, understands, and acknowledges that failing to abide by the aforementioned will be deemed as grounds for this request being DENIED or revoked after approval.**

Anticipated Commencement Date: _____ Owner's Signature: _____

Anticipated Time for Completion: _____ Owner's Signature: _____

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(FOR ARCHITECTURAL CONTROL COMMITTEE/PROPERTY MANAGEMENT OFFICE USE ONLY)

Approved Date _____ X _____
 (Signature of ACC Chairperson/OR Property Manager)

Disapproved Date: _____ X _____
 (Signature of ACC Chairperson/OR Property Manager)

Request **APPROVED, are subject** request on letter of approval:

Request **DISAPPROVED, as per explanation** on letter of disapproval:

YELLOW- Homeowner Copy (**DO NOT TEAR, will be returned to you with letter**) * WHITE-Unit File with copy of letter

***PLEASE NOTE IF YOU ARE USING ONLINE FORM, YOU MUST PRINT 2 COPIES OF FILLED IN FORM**

ACC APPROVAL GUIDELINES

- **Satellite Dishes:** ACC request MUST include a diagram (even if hand written) of the home with an X at the proposed location for the Satellite Dish. You will need to review the documents of the community to determine what is acceptable. They are generally to be placed on the rear fascia of the home. If your documents do not contain that information, please refer to prior approvals or contact me for assistance.

- **Shutters:** ACC request MUST include picture of shutter type, color of shutter, copy of the installer's license and insurance. You will need to review the documents of the community to determine which color and types are acceptable. If your documents do not contain that information, please refer to prior approvals or contact me for assistance.

- **Window Tints:** ACC request MUST include a sample of the tint and copy of the installer's license and insurance. You will need to review the documents of the community to determine which color and types are acceptable. If your documents do not contain that information, please refer to prior approvals or contact me for assistance.

- **Playground Equipment:** ACC request MUST include a picture of the equipment, measurements and copy of the installer's license and insurance. Playground equipment is only permitted on single family lots in most communities. It is recommended that it not be visible from the outside of the property. You will need to review the documents of the community to determine what is acceptable. If your documents do not contain that information, please refer to prior approvals or contact me for assistance.

- **Flags:** ACC request MUST include a picture of the flag with dimensions and a diagram with an X marking the proposed location. You will need to review the documents of the community to determine what is acceptable. If your documents do not contain that information, please refer to prior approvals or contact me for assistance.

- **Landscaping (Front of Home):** ACC request MUST include pictures of all proposed plants to be added. The plants must be consistent with the look of the community. If the request is for the removal of trees (not shrubs), written approval from the city is required. You will need to review the documents of the community to determine what is acceptable. If your documents do not contain that information, please refer to prior approvals or contact me for assistance.

- **Fountains, Ponds and other Landscape Décor:** ACC request MUST include pictures

of the Fountain, Pond or other Décor (statues, borders, signs etc.) to be installed. If professional installation is required, a copy of the installer's license and insurance must be provided. Any additions CAN NOT interfere with landscape maintenance provided by community vendors. You will need to review the documents of the community to determine what is acceptable. If your documents do not contain that information, please refer to prior approvals or contact me for assistance.

- **Back Yard Sheds (Pre-built & Non-Concrete Structures):** ACC request must include a picture of the shed, with measurements, material and color. If professional installation is required, a copy of the installer's license and insurance must be provided. Sheds are generally only permitted on single family lots in most communities. It is recommended that it not be visible from the outside of the property. You will need to review the documents of the community to determine what is acceptable. If your documents do not contain that information, please refer to prior approvals or contact me for assistance. If the shed requires plans and permits, please submit to our office for approval.

- **Fences:** All fences MUST be approved by the Board. Before presenting such applications to the Board it MUST include the following:

- Survey of the property (given at closing) with a clear line through the location of the proposed fence.
- Material to be used.
- Proposed color
- Measurement of proposed fence (height)
- License and Insurance for Installer

- **Lease Applications:** Any request for lease of a home may be automatically approved by the manager if ALL of the following apply to the applicant(s):

- Homeowner is CURRENT on ALL association dues.
- Criminal history is clean.
- Civil Case History does not include an eviction or foreclosure case
- Credit score is above 600
- Lease term is for at least 12 month period
- Applicant has not previously been evicted from the community for failure to comply with rules and regulations.

If the application does not comply with ALL of the above points, it must be submitted to our office for approval.

- **Purchase/Sale Applications:** Any request for the purchase/sale of a home should be submitted to the Board for approval.