



Waterleaf Homeowners' Association, Inc.

ARCHITECTURAL REVIEW APPLICATION

- Deed restrictions require Association (and government, if applicable) approvals of certain changes to a lot or to structures thereon.
- Requests lacking sufficient information will be returned to the requestor without Association action.
- If a request is denied, the requestor may appeal, in writing, to the Association Board of Directors.
- Allow up to thirty (30) days for processing of a properly completed request.
- Fee \$35 per request.
- **PLEASE COMPLETE THIS FORM IN DETAIL & WITH ALL REQUIRED DOCUMENTATION PRIOR TO COMMENCEMENT OF DESIRED CHANGE**
- Email this form along with documentation and payment to manager@waterleafhoa.com or bring it by the office.
- Please print legibly and **PROVIDE ALL information REQUIRED.**

Owner(s) name: _____

Property address: _____

Mailing address: _____ City/State/Zip: _____

Phone: _____ Email: _____ / _____

TYPE OF ADDITION

() Modification Completed By Contractor: _____

() Modification Completed By Self

() Fencing: ***For all areas that face a street, only Type A fencing may be used**

- Interior lots only: White vinyl with lattice accent (Fence Type A). Height of 6 feet.
Number of gates _____
- Interior lots only: White vinyl without lattice accent (Fence Type A-1). Height of 6 feet.
Number of gates _____
- Lake Lots Only: White vinyl picket with 2-inch picket spacing (Fence Type B). Height of 4 feet.
Number of gates _____

Attach the following: ☐ Lot survey showing planned location of the fence & gates, including dimensions, measurements and setbacks
☐ Description and style of materials

() Exterior Colors: ***All colors must be chosen from the same color scheme**

Color _____ ☐ Body _____ ☐ Trim _____ ☐ Accent _____
Scheme _____

() Roof ***All patio or lanai roofing must match the roofing material used on the main structure**

Attach the following: ☐ Description and pictures of the shingles/tile ☐ COJ permit

- **The following modification must be placed a minimum of five feet (5') from adjacent properties***

() In-ground Pool: *With or without screen enclosure

Attach the following:

- ☐ Lot survey showing planned location of the pool, including dimensions, measurements and setbacks
- ☐ COJ permit
- ☐ Description and pictures of all materials
- ☐ Screen enclosure elevation drawings

() Driveway Extension () Paver Driveway () Walkway: *Alterations to public sidewalks are not allowed

Attach the following:

- ☐ Lot survey showing planned location of the modification, including dimensions, measurements and setbacks
- ☐ Description and pictures of all materials
- ☐ COJ permit for all work done in City Right-Of-Way

() Patio Extension/Addition () Patio Enclosure:

Attach the following:

- ☐ Lot survey showing planned location of the modification, including dimensions, measurements and setbacks
- ☐ Enclosure elevation drawings
- ☐ COJ permit

() Shed () Play Equipment () Trampoline () All Other Structures:

***Must be placed behind approved fence/landscaping buffer and not visible from the street**

Attach the following:

- ☐ Lot survey showing planned location of the structure, including dimensions, measurements and setbacks
- ☐ Description and pictures of the structure
- ☐ COJ permit for sheds over 70 square feet of floor area

() Landscaping: () Tree Removal

Attach the following:

- ☐ Site plan showing planned location of the modification, including dimensions, measurements and setbacks
- ☐ Description and pictures of all materials

() Temporary Storage Container/POD

- ☐ Location of Storage Area on Property Survey
- ☐ Documentation of Drop off and Pick up Date FROM _____ to _____
- ☐ Any timeframe longer than 30 days requires additional approval you may request it on this form below

() Other: _____

***Provide detailed description below**

Description: _____

ADDITIONAL SPACE FOR DESCRIPTION:



The Committee may condition its approval of proposals and plans and specifications as it deems appropriate and may require submission of additional plans and specifications or other information prior to approving or disapproving material submitted. The Committee may require such detail in plans and specifications submitted for its review as it deems proper, including, without limitation, floor plans, site plans, drainage plans, elevation drawings and descriptions or samples of exterior materials and colors.

I/We understand that approval of our request must be granted before I/We can have the job started. I/We also acknowledge that we could be forced to have the modification removed if it is installed without approval. I/We also acknowledge that this request is granted AS PRESENTED to the Board of Directors and must be completed as presented. Any changes are not approved and will not be accepted without the approval of the Architectural Review Committee.

Approval by the Architectural Review Committee does not constitute approval by local governing agencies. It is the sole responsibility of

the applicant to determine and comply with all governmental regulations, statutes, codes and zoning requirements. It is the responsibility of the applicant to secure ALL permits, inspections, authorization, and/or permissions from governmental agencies prior to work commencement. It is the applicant's sole responsibility to ensure that any work commencing is within the property limits and meets all building setback and easement restrictions.

- **Approvals valid for 90 days from date of approval after which time request must be resubmitted.**

Owner's Signature:_____

Date:_____



ADDRESS _____

PAYMENT ☐ _____

Waterleaf Homeowners' Association, Inc.

FOR USE BY THE ARCHITECTURAL REVIEW COMMITTEE

Date received _____ Date to ARC _____ Date to Homeowner _____

() Approved

() Denied _____

() Approved with the following condition _____

() Request incomplete, additional information required _____

Please resubmit plans to the ARB within thirty (30) days of receipt of this notice. Work cannot be performed until the ARB has rendered a written approval. Thank you for your cooperation.

Chair Signature: _____ Date: _____

DATE	COMMENTS

INSPECTION OF THE PROPERTY

Project completed as approved: () Yes () No () N/A

Comments: _____

Inspected by: _____ Date: _____

Project completed as approved: () Yes () No () N/A

Comments: _____

Inspected by: _____ Date: _____