

Traditions at Villa Rosa

ARCHITECTURAL REQUEST FORM

The undersigned homeowner will fill out the information on both pages, understands that a separate form is required for each project, that ARC committee approval is required before work can start, and now seeks approval of the Architectural Review Committee as follows:

____ New Structure ____ Additions/Alterations of existing Structure and/or Property

____ Prior Addition/Alterations of existing structure and/or Property

Narrative Description of Additions/Alterations: _____

(continue on back of sheet or attach additional sheets if necessary)

____ Existing Structure: Site Plan Drawing and Survey Showing Dimensions, Setbacks, Landscaping, Pictures of New or Replacement Products, Colors & Materials etc.

____ New Structure: Survey, Site Plan Drawing, Landscape Plan, Any Necessary Permits and Pictures of Exterior Products, Materials and Colors.

____ Contractor's Information: Name, Company Name, Copy of License & Copy of Contractor's Liability Insurance **with Traditions@Villa Rosa HOA c/o INFRAMARK IMS 2654 Cypress Ridge Blvd. Ste. 101, Wesley Chapel. FL. 33544 in certificate holder box (lower left hand corner of contractor's insurance form). This information MUST be put on by the insurance carrier.

The undersigned property owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvements, alterations, or additions described herein comply with all applicable laws, rules, and regulations, codes, and ordinances; including, without limitation, zoning ordinances, subdivision regulations, and building codes. The undersigned property owner hereby acknowledges that "WHITE" is the exclusive approved color for all exterior/structural alterations (whether for gutters, lanai framing, windows, sliding front screen doors, garage/door screen, etc.). The undersigned property owner hereby acknowledges and agrees that the undersigned shall be solely responsible for damage and repairs to any underground utility and landscaping, not limited to (Irrigation/Cable/Phone/TECO/Water, etc) if using other than the Association's Landscape Contractor.

I, as the homeowner, understand that if my home has any modifications to the driveway, sidewalk and apron, I will be responsible for the maintenance, repair and upkeep per the adopted guidelines approved by the Board of Directors. It is the responsibility of the homeowner to obtain the guidelines from the Property Manager and abide by them.

_____ Homeowners Initials

The Architectural Committee shall have no liability or obligation to determine whether such improvements, alterations and additions comply with any such laws, rules, regulations, codes or ordinances. This approval, if approved, is contingent with the owner obtaining and furnishing when applicable a Building Permit from Hillsborough County.

PRINTED NAMES OF OWNERS: _____

SIGNATURES OF OWNERS: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ DATE: _____

PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

FAILURE TO SUBMIT ALL REQUIRED INFORMATION CAN RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION IS PROVIDED. EVERY EFFORT WILL BE MADE TO NOTIFY APPLICANT OF ANY LACKING INFORMATION. THE ARCHITECTURAL CONTROL COMMITTEE WILL REVIEW EACH SUBMITTAL AS QUICKLY AS POSSIBLE UPON RECEIPT OF ALL REQUIRED INFORMATION.

- 1) If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit plan and elevation drawings showing how the structure will look. Indicate size, overall height, color, materials and roofing. Copy of any permits if applicable. Show placement on the Lot survey and access route to rear of property if applicable.
- 2) If you are applying for play structures (**PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.**) you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on Lot survey.
- 3) If you are applying for a **POOL/SPA** you must submit detailed drawings of pool and indicate on Lot survey the location of pool, pool equipment and drain lines. Access to rear of property must be indicated on Lot survey.
- 4) If you are applying for exterior **PAINTING OR SIDING** submit sample(s) of paint color and location of the color such as “trim”, “body”, “shutters”, etc.; and for siding, product information from the manufacturer. Supply photo of home showing present color, brick, stone, rock, etc.
- 5) If you are applying for a new **ROOF** please submit manufacturer’s name / product name / color name / length of warranty/ specify dimensional or high definition. A color brochure or small sample may be requested if it is an uncommon manufacturer or product.
- 6) If you are applying for new **DOORS, STORM DOORS, OR WINDOWS** please provide photo or brochure of the product and explain the location on the home.
- 7) If you are applying for **SOLAR SCREEN/WINDOW TINTING** please provide material data and samples and explain the location on the home.
- 8) If you are applying for **SECURITY CAMERAS, SECURITY GATES/SECURITY BARS** please submit drawing indicating design, size, color, and indicate placement on Lot survey; for cameras, show direction aimed.
- 9) If you are applying for **DECKING/PATIO** please indicate location on Lot survey, materials to be used and height of decking off adjacent ground.
- 10) If you are applying for **CONCRETE WORK/PAVERS, ETC.** (sidewalks, driveway extension, etc.) indicate location on Lot survey. Provide dimensions of improvement, dimensions from side Lot line(s), and description of materials. Provide a color brochure if applicable.
- 11) If you are applying for **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit a plant list indicating plant type, size at maturity and indicate placement on Lot survey.
- 12) If you are applying for **FENCING/GATES** please indicate height and materials, provide a drawing for each. Indicate location on Lot survey.
- 13) If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, list dimension. Indicate location on Lot survey.
- 14) If you are applying for **SOLAR ENERGY DEVICES**, please provide a photo, description and/or brochure and indicate size, height, color, materials and show location on lot survey. **If the chosen location does not comply with guidelines, please provide energy analysis for the location that is most efficient.**
- 15) If you are applying for a **FLAG POLE**, please submit height, material, installation specifications, and brochure and indicate location on lot survey. Also submit the size and type of flag(s) to be flown.

PLEASE FORWARD APPLICATION AND SUPPORTING INFORMATION TO THE CONTACT CHOICE(S) ON THE APPLICATION FORM