



## APPLICATION FOR RESIDENTIAL CHANGE

*\*To ensure compliance with the Codes, Covenants and Restrictions, this application must be submitted to Association Management prior to any exterior Residential Change.*

**Date:** \_\_\_\_\_ **Contractor Name:** \_\_\_\_\_

**Member Name:** \_\_\_\_\_ **Contractor Phone:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Anticipated Start Date:** \_\_\_\_\_

**Member Address:** \_\_\_\_\_ **Anticipated Completion Date:** \_\_\_\_\_

**Member Email:** \_\_\_\_\_

- Submit photo (digital or print copy) of the front of property and of the impact area (fencing, generator placement, etc.)
- If your requested change involves structural changes of any kind, a site plan and plat map must be submitted with this application.
- If your requested change involves **landscaping changes** of any kind, a landscape plan/drawing with a list of plant materials must be submitted with this application.
- Your request is subject to both CDD and County Utility Easements. If your requested change is **located in/or around an easement, it is your responsibility to obtain the proper permitting in the event of potential encroachment.** Please contact the Association Management Office for Guidance.
- 1) Application shall be reviewed by Association Management within one week of submittal 2) Property Inspection may be required 3) Decision will be communicated within 30 days following receipt of application at the next scheduled DRB meeting (12.2) in accordance with the Waterlefe Master Property Owners' Association and review process by the Design Review Board Committee per Charter Policy #03-21 (05/26/21)

**Description of Requested Change:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Initial Each Paragraph:

\_\_\_ I hereby certify that I will construct the proposed changes in accordance with the Design Review Board's Standards and Guidelines for the Waterlefe Golf and River Club and representations made on the application, including plans, specifications and oral representations.

\_\_\_ I am responsible for the accuracy of the information supplied. I understand if I deviate from above, as approved by the Design Review Board (DRB); both the DRB and the Waterlefe Master Property Owners' Association have the right to demand modifications to meet the approved specifications

\_\_\_ The approval of the application by the DRB does not in any way convey approval by the Manatee County Building Department. All construction must meet county building codes and regulations. Homeowner is responsible for obtaining any permits required by Manatee County.

\_\_\_ An application approval letter from the Association Management Office is required prior to ANY residential change. Approval is valid for 60 days. Allow 30 days for DRB approval (see Covenant 12.2, *Review of Proposed Construction*)

\_\_\_ Homeowner must inform Association Management when project is completed.



Member Name \_\_\_\_\_

Member Address \_\_\_\_\_

### PROPOSED ARCHITECTURAL CHANGE CHECKLIST

(Mark each item as Complete or N/A)

- \_\_\_\_\_ Photo of property submitted
- \_\_\_\_\_ Site plan and plat map provided
- \_\_\_\_\_ Landscape plan, drawing and list of plant materials provided
- \_\_\_\_\_ Proposed changes do not violate any Covenants or Bylaws
- \_\_\_\_\_ Applicable Manatee County Permits have been obtained
- \_\_\_\_\_ If the proposed change is located in or around an easement, setback, or environmentally sensitive area, CDD or other appropriate approval has been obtained
- \_\_\_\_\_ If a boat dock is involved, check blueprints for docks, material requirements, and detailed specifications. Also check requirements for position of dock relative to neighbor’s property and set back from property lines
- \_\_\_\_\_ If a driveway is involved, the proposed change complies with the Architectural Requirements and Standards for Residential Change concerning driveways
- \_\_\_\_\_ If house painting is involved, the proposed change complies with the Architectural Requirements and Standards for Residential Change concerning exterior painting
- \_\_\_\_\_ If roof mounted energy saving solar devices are involved, the proposed change complies with the Architectural Requirements and Standards for Residential Change concerning such devices
- \_\_\_\_\_ If inanimate landscape décor such as fountains, statues, benches, natural rocks, bird baths/feeders or flower pots/feeders, etc. are involved, the proposed change complies with the Architectural Requirements and Standards for Residential Change concerning such items
- \_\_\_\_\_ If pools, screening, or fences are involved, the proposed change complies with the Architectural Requirements and Standards for Residential Change concerning such structures

Date \_\_\_\_\_

DRB Chair \_\_\_\_\_

Date \_\_\_\_\_

CDD Representative (If required) \_\_\_\_\_

Date \_\_\_\_\_

Association Manager \_\_\_\_\_

Date \_\_\_\_\_

Member Signature \_\_\_\_\_

\*\*The completed project has been verified to ensure compliance with the approved architectural change application. \*\*

Inspection Date: \_\_\_\_\_ Association Management Sign-Off: \_\_\_\_\_