

VERSAILLES III Property Owners Association

ARCHITECTURAL & LANDSCAPE - ALC - CHANGE REQUEST FORM

Return this form with attachments to the Versailles III ALC Chairperson

NAME:

ADDRESS:

PHONE:

CONTRACTOR:

REQUEST/DESCRIPTION OF WORK:

ESTIMATED START DATE:

ESTIMATED COMPLETION DATE:

REQUEST REVISION DATE (S):

PERMISSION (S) IF NEEDED FOR CONTRACTOR INGRESS/EGRESS VIA NEIGHBOR LOT (S):

SIGNATURE:

DATE:

SIGNATURE:

DATE:

By my signature below, I agree it is my responsibility to obtain any and all permits required by Hillsborough County necessary to perform this work. I also accept financial responsibility for any damage from work performed, plus responsibility to clean up the area from any work. I also understand that regular maintenance, as normal in SCC, and/or replacement, in kind and equivalent size, of any improvement is my responsibility in accordance with Article VII of the Declaration of Covenants and Restrictions.

Signature

Date

Requests not completed within 90 days of approval date and/or when a permit is required by code or regulations 90 days from the date of county approval must be resubmitted.

Architectural Committee Authority:

The signatures of two (2) ALC members and one (1) Board member are required for approval provided:

- a. Application was reviewed and approved at a duly called meeting, which includes posting notice 48 hours in advance and written minutes
- b. At least two members of the committee and one Board member are present at the meeting
- c. Applicant is requesting approval for something that meets all the requirements as stipulated in written guidelines that have been approved by the Board of Directors.
- d. All requests that are not approved or do not meet the above criteria as stated in a, b and c must have the signature of three board members.

(Approved by B.O.D. 2/2011)

The signatures of, two (2) ALC members and the signatures of a majority of Board members will be required for final approval of submitted plans for changes not covered in existing, approved guidelines.

ALC & BOARD REVIEW:

ALC REVIEW:

- 1. DATE
- 2. DATE

BOARD REVIEW:

- 1. DATE
- 2. DATE
- 3.

Comments:

ALC Change Request Form – Instructions

Work must not begin until a letter of authorization from the Association’s Business Manager is received. NOTE: A signed/scanned copy of the letter sent by e-mail is an acceptable means of transmission if preferred by the homeowner.

Changes made without prior approval are subject to removal, at the owner’s expense, in accordance with Article IV of the Declaration of Covenants and Restrictions.

1. Pools/Spas and other Additions: Additions may be allowed if the Lot size meets all requirements for the addition requested.
2. Compliance: All improvements must comply with applicable County codes, regulations, and policies, and Association guidelines. Drainage, structural and mechanical conditions must be maintained. Any planned changes or impacts to original lot drainage and/or sprinkling system must be presented with required solutions. All irrigation changes are to be performed by the owner's Irrigation Contractor, at owner's expense.
3. All changes/additions/modifications must follow community standards as described in approved guidelines.
4. Required attachments to the request form:
 - a) Contractor’s proposal including detail of style, materials, numbers, colors, dimensions and the proposed placement in relationship to the property lines and dwelling. *[Dimensions include the size of the finished product or, if landscaping, then the maximum height and width that plants will be maintained.]*
 - b) Sketch or picture of proposed change.
Submitted drawings for a pool and/or spa MUST show the proposed location of the pump/filter/water conditioning equipment and the measured distance (*in feet*) such equipment will be from the Lot line and the distance from each adjacent neighbor’s dwellings.
 - c) Permission for Ingress/Egress: If your contractor must use any portion of a neighbor’s lot or easement for ingress and egress, obtain prior permission from the affected neighbor (s) in designated space on form.
 - d) Survey (required for structural additions) showing the property setbacks (distance from property lines to the proposed structure).
5. Attachments to the request should be page numbered.
6. Following ALC committee review and approval signatory the ALC Chairperson or Board Member liaison will submit notice of approval via e-mail to the Association’s Business Manager specifying the details of the approval. A scanned copy of the signed application may be included but is not required. Alternatively, an approval notification may be delivered directly to the Business Manager’s office. An ALC committee member will notify the homeowner of approval. An official letter to the homeowner will be prepared and sent within one week of the Business Manager’s receipt of the approval notification.