

**REQUEST FOR REVIEW FOR ARCHITECTURAL MODIFICATION**  
**\*\*\*PLEASE PRINT AND INCLUDE ALL NECESSARY INFORMATION\*\*\***

TO: *ARCHITECTURAL REVIEW BOARD – MAJORCA HOA, INC.*

FROM (OWNER'S NAME): \_\_\_\_\_ LOT: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

OFF SITE ADDRESS: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

Approval is hereby requested to make the following modification(s), alteration(s), or addition(s) as described and depicted below, or on additional attached pages as necessary. Please include such detail as the dimensions, materials, color, design, location and other pertinent data.

**MODIFICATION DESCRIPTION:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COLOR SCHEME OF HOME**

COLOR OF STUCCO \_\_\_\_\_

TYPE OF DRIVEWAY \_\_\_\_\_ COLOR \_\_\_\_\_

COLOR OF TRIM \_\_\_\_\_

TYPE OF ROOF \_\_\_\_\_ COLOR \_\_\_\_\_

COLOR OF DOOR (INCLUDING GARAGE) \_\_\_\_\_

- I understand and will comply to:
1. That if the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the owner at the owner's expense.
  2. That I am responsible to pay for & repair any and damage done to the common areas as a result of installation.
  3. To comply with the state, county, or city building codes, and to obtain all necessary permits if applicable.
  4. To abide by the decision of the ARB or Board of Directors.
  5. That if the modification is not approved or does not comply, I/we may be subject to court action by the Association and that I/we shall be responsible for all reasonable attorneys' fees.
  6. If the Association incurs an expense while considering the application with an outside professional (i.e. a licenses Architect) the applicant will be responsible for said fee.

\_\_\_\_\_  
Date of Request  
.....  
DATE NOTIFIED \_\_\_\_\_  
DATE RECEIVED \_\_\_\_\_

\_\_\_\_\_  
Signature of Homeowner  
.....  
( ) DISAPPROVED BY:  
\_\_\_\_\_  
\_\_\_\_\_  
  
( ) APPROVED BY:  
\_\_\_\_\_  
\_\_\_\_\_

SUBJECT TO: \_\_\_\_\_

## INSTRUCTIONS FOR FILLING REQUEST

- A. Modification categories are listed on the following pages.
- B. Select the category for your particular modification(s) and be sure to submit TWO (2) SETS OF PLANS FOR EACH ITEM as noted in that category.
- C. Structural modifications and all additions must include a survey showing the exact position of the addition, landscaping, etc. Also, please note placement of current landscaping.
- D. Paint samples submitted must be large enough for the ARB to determine actual paint color.
- E. All structural additions must include a landscaping plan order for the committee to consider the request.
  - 1. All landscaping plans must include the type, height and quantity of the proposed landscape material.
- F. Any architectural renderings submitted to the ARB will be returned to the homeowner.
- G. Any incomplete packages will be returned to the Homeowners with a request to submit all the proper documents. The ARB Committee will not be able to review your request until such time as your packet is complete.
- H. The ARB Committee will notify you in writing of their decision.
- I. Please be sure to sign and initial all of the pages.

**PLEASE INCLUDE THE INFORMATION AS INDICATED FOR THE SPECIFIC  
CATEGORY OF YOUR REQUEST**

**I. FENCES**

- A. Survey
- B. Paint Samples
- C. Type of Fence (description)
  - 1. Materials
  - 2. Drawings
- D. Proposed Landscaping Plan Surrounding Fence

**II. PAINTING**

- A. Paint Samples
- B. Elevation of Structure of Area to be Painted (Elevation Survey)

**III. DRIVEWAY**

- A. Survey
- B. Color
- C. Proposed Landscaping Plan
- D. Type of Driveway Materials

**IV. SCREEN ENCLOSURES**

- A. Survey
- B. Description of Proposed Type of Screened Enclosure
- C. Color of Screening
- D. Detail of Screening
- E. Proposed Landscaping Plan
- F. Plans
- G. Elevation Plans

**V. POOL ADDITIONS**

- A. Survey
- B. Architectural Rendering
- C. Plans for Fencing or Screening ( See Details of Fencing or Screening)
- D. Landscaping Plans

**VI. ROOM ADDITIONS**

- A. Survey
- B. Paint Samples for House and Roof
- C. Proposed Landscaping Plan
- D. Architectural Rendering (Two Signed Sealed Set of Plans)

**VII. LANDSCAPING**

- A. Survey
- B. Diagram Indicating Placement of Proposed Landscaping
- C. Description of Proposed Landscaping Including Type and Height
  - 1. Specify Quantity

**VIII. ROOF INSTALLATION**

- A. Survey
- B. Tile Samples
- C. Description of Materials

Initials \_\_\_\_\_

I. THE FOLLOWING INFORMATION MUST BE PROVIDED WITH REGARD TO THE CONTRACTOR WHO WILL PERFORM THE MODIFICATION AND ALTERATION:

- A. Contractor's Name \_\_\_\_\_
- B. Address: \_\_\_\_\_
- C. Telephone Number: \_\_\_\_\_
- D. Proof of Liability Insurance and Workman's Compensation as required by the State of Florida.
- E. Proof of Valid Contractor's License, currently active with the State of Florida.

II. Please be advised that if the alteration is to be structural modification or the construction of it will result in modification to the structural integrity of the building, a certified report from a registered engineer that the design will in no way alter or effect the structural integrity of the building must be submitted with the plans. The cost of the report will be borne by the Owner of the Property.

III. The Committee reserves the right to charge for outside consultant services and for the Committee's review.

IV. **LIMITATION OF RESPONSIBILITIES:**

The primary goal of the Committee is to review the application (plan and specifications) submitted to it to determine if the proposed modification/alteration complies with the deed restrictions and to determine if the proposed modification/alteration conforms in appearance with the Standards and Policy set forth by the Declaration in regard to the ARB. The Committee does **NOT** review and assumes **NO** responsibility for the following:

- A. The structural adequacy, capacity or safety features of the proposed modification/alteration.
- B. Whether or not the location of the proposed modification/alteration on the building site is free from possible hazards from flooding, or from any other possible hazard whether caused by conditions occurring either upon or off of the property.
- C. Soil erosion, Uncompactable or unstable soil conditions.
- D. Mechanical, electrical or any other technical design requirements for a proposed project.
- E. Compliance with any and all building codes, safety requirements or governmental laws, regulations codes or ordinances.
- F. Performance or quality of work of any contractor.

Initials \_\_\_\_\_

I understand that the ARB approval for the requested changes to my house does not at any time waive my responsibility to obtain or in any way substitute for a mandatory building permit from the proper governmental departments, nor does it in any way guarantee the workmanship or quality of the requested work.

**HOMEOWNER SIGNATURE:**

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Please return this form to :

Majorca at Via Verde Homeowners Association Inc.  
C/O TRAK Property Management Group  
751 Park of Commerce Drive Suite 116  
Boca Raton, Fl 33487

initials : \_\_\_\_\_