



Request For Architectural Modification

Any homeowners wishing to make an additional/alteration to the outside of their home or lot must complete and return this form to James Popadak at T&G Management Services at 18001 Old Cutler Road, Suite #521, Palmetto Bay, FL 33157. **WORK MAY NOT BEGIN UNTIL THIS REQUEST HAS BEEN APPROVED** in accordance with the Association's Documents and Rules & Regulations. All improvements must be completed within six (6) months of approval date or application is void. A copy of all required Permits are to be provided for Association Files prior to commencement of work.

Approval of this form could take up to 30 business days. Please allow ample time for approval prior to commencement of work.

Name of Owner(s) (PLEASE PRINT): _____

Property Address: _____ Cutler Bay, FL 33189

Home Phone: _____ Work or Cell Phone: _____

This is a LAKEFRONT lot Yes No

INSTRUCTIONS:

Please indicate below what type of change or alteration you wish to make. Be specific, indicating type of material, color, shape, style, dimensions, etc. In order to process this request, the following must be attached: A COLOR PHOTOGRAPH OF THE ENTIRE FRONT OF THE HOUSE, a photograph of your house where proposed changes will be performed, a copy of the Site Survey with the proposed modifications drawn on the survey, the appropriate drawings showing both a Plan View and an Elevation, and specifications of proposed modifications.

Approval is hereby requested for the following modification(s), and/or alterations as described below and on attached pages.

- | | | | | |
|--------------------------------------|---|---|---|-------------------------------|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Doors | <input type="checkbox"/> Exterior Paint | <input type="checkbox"/> Driveway | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Awning | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Outdoor Lighting | <input type="checkbox"/> Play Structure | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Wall/Fence | <input type="checkbox"/> Hurricane Shutters | <input type="checkbox"/> 18" Satellite Dish/Antenna | | |
| <input type="checkbox"/> Other _____ | | | | |

Description/Details: _____

Please Check the Appropriate Boxes for items attached:

- | | | |
|--|---|--|
| <input type="checkbox"/> Initial Plans and/or Specifications | <input type="checkbox"/> Color Plan/Samples | <input type="checkbox"/> Materials Samples |
| <input type="checkbox"/> Revised Plans and/or Specifications | <input type="checkbox"/> Permits | |

THIS IS A RESUBMITTAL YES NO

Time for Completion of Improvements:	Anticipated Commencement Date:
Owner's Signature:	Owner's Signature:

Your signature(s) indicate(s) your agreement to the conditions on the following page. All changes and alterations shall also be subject to all applicable permit requirements and to all applicable governmental laws, statutes, rules, regulations, orders, and decrees. Neither the Board of Directors/Architectural Control Committee (ACC), nor any member thereof, shall be liable to the Association or any Homeowner, or any other person or entity for any loss, damages, or injury arising out of, or in any way connected with, the performance or non-performance of the Board's duties hereunder, unless due to willful misconduct or bad faith of a member, and only that member shall have any liability. The ACC shall review and approve all plans submitted to it for any proposed improvement or addition solely on the basis of aesthetic consideration and the overall benefit or detriment which would result to the immediate vicinity and to the Community.

(FOR ACC USE ONLY)

Date Application Received: _____ Received by: _____

Approved

Disapproved

ACC Committee, Agent and/or Board of Directors

Date

Your approval is subject to the following:

1. You are responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s)
2. Access to areas of construction is only to be allowed through your property and you are responsible for any damages done to the Common areas during construction

Explanation of Conditions and/or Disapproval: _____

Please retain this page for your records.

To expedite your request, please include the information below for the specific category. The list may not be all-inclusive; the Architectural Control Committee (ACC) reserves the right to ask for additional information.

I. Fences

- a. Survey indicating the location with respect to the property line and existing improvements.
- b. Type of fence including materials, height, drawings, color, finish, and decorative style. Location of swing gates.
- c. Proposed landscaping plan surrounding fence (see 7 below).
- d. Copy of approved building permit.*

2. Painting

- a. Identify colors including paint manufacturer, color name and color number.
- b. Provide paint color samples.
- c. Elevation of structure of area to be painted (elevation survey) identifying the location(s) of each paint color, i.e. stucco color X, trim bands color Y, door color Z.

3. Driveways/Concrete Patio Extensions

- a. Survey indicating location of proposed installation drawn on survey.
- b. Type of materials
- c. Provide color and pattern information, preferably samples.
- d. Copy of approved building permit.*

4. Screen enclosures

- a. Survey depicting location of proposed screen enclosure.
- b. Description of proposed type of screen enclosures.
- c. Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (e.g. mansard, gable or flat), location(s) of screen door(s) and accessories (e.g. kick plates).
- d. Plan and elevation views of screen enclosure.
- e. Identify colors including, as appropriate, colors for screening, aluminum framing, kick plates and glass.
- f. Copy of approved building permit.*

5. Pool Additions

- a. Survey depicting location of proposed pool on lot.
- b. Architectural rendering,
- c. Plans for fencing or screening (see I and 4 above).
- d. Identify pool deck type, color and pattern, preferably samples.
- e. Identify coping material and color, preferably samples.
- f. Plans for shrubs to conceal pool equipment.
- g. Copy of approved building permit.*

6. Room Additions

- a. Survey depicting location of proposed addition on lot.
- b. Architectural drawings including plan and elevation views.
- c. Identify exterior paint colors including paint manufacturer, color name, and color number.
- d. Provide roof color verification, preferably with sample. Roof material and color must match existing home.
- e. Copy of building permits required.*

7. Landscaping

- a. Survey depicting location of existing plantings with respect to property lines and existing improvements.
- b. Drawing illustrating placement of proposed landscaping.
- c. Description of proposed landscaping including type, height and quality of planting materials,

8. Other

- a. Shutters require description of type of shutters and color. (Brochure is helpful if available).
- b. Satellite dishes require details regarding size, color, type and location where dish will be mounted.

*If permit has not been obtained prior to submission to the ACC, approval may be granted contingent on receipt of permit prior to commencement of work.

NOTE: Any Architectural renderings submitted to the ACC will not be returned to the applicant.

DISCLAIMER/RELEASE

The Cantamar Homeowners Association's Board of Directors, the ACC Committee Members and the Management Company will not be held responsible for any damage or liabilities caused by or arising from any acts as a result of actions taken by any homeowner's vendors or contractors pertaining to any installations and/or modifications made to said property and indemnify them for all losses, costs, expenses and attorney's fees in connection with any such actions. Please arrange for and forward a copy of the building permits, if applicable, to the Property Management Company prior to the installation or construction to said property. Also, forward a copy of a signed County Inspection Approval upon completion. At any time, the ACC Committee, Board of Directors of the Association and/or the Property Management Company may ask for same documents and has the right to demand that said installation and/or construction be removed immediately at owner's expense if said modification is not what was approved by the ACC, Board of Directors, or the Property Management Company. I have read, understand, and agree to abide by the Covenants and Restrictions of the Association. By signing this application, and in return for approval, I agree to the following:

- To be responsible for all losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes; For any encroachment(s);
- To comply with the conditions of acceptance (if any);
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and owner, at the owner's expense, shall remove the modification.
- To acknowledge that drainage swales have been designed and established between homes (side yard) to carry storm water off and to maintain positive drainage away from home. The Association and/or developer shall not be responsible for any effect proposed landscape installation might have on drainage. The applicant shall be responsible for all associated costs to maintain drainage. The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration.
- To assume maintenance responsibility for any new landscaping beds altered from the original landscape design and any plant materials added to original beds that require specialized maintenance. (e.g. topiaries, etc.)
- To be responsible for ensuring that all areas affected by the project (e.g. sod, sprinklers, etc.) are restored to their original condition. Failing that, the homeowner is responsible for all costs necessary for the HOA to properly restore the area.

I also understand that the ACC does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; for soil erosion of incompatible or unstable soil conditions; for mechanical, electrical or any other technical design requirements for the proposed construction, alteration or addition; or for performance, workmanship, or quality of work of any contractor or of the completed alteration or description. I agree to abide by the decision of the Architectural Control Committee or Board of Directors. If the modification is not approved or does not comply, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.