



ROTONDA WEST ASSOCIATION, INC. – RESIDENTIAL MODIFICATION APPLICATION

This form must be completed and approved prior to the start of work on any property in the Rotonda West Association.

1. This application is good for six (6) months from the date of approval. All work must be underway or completed within this time frame. If work is not underway within the six (6) months, or there has been a change in the proposed modification, you must resubmit your application. If application is denied, it may be resubmitted to the Residential Modification Committee or appealed to the Rotonda West Board of Directors.
2. **A complete description and location of the proposed work, materials, and colors including any manufacturer’s brochure must be submitted with each modification application. SEE CHECKLIST BELOW!**

It is the applicant’s responsibility to ensure that all modifications comply with the specifications and requirements described in the Rotonda West Deed Restrictions and the Rotonda West Residential Modification Guidelines (www.rotondawest.org). In addition, it is the applicant’s responsibility to comply with all Charlotte County requirements, including permits.

A \$50 DOLLAR FEE WILL BE IMPOSED IF WORK IS STARTED BEFORE APPROVAL

Owner’s Name _____

Modification Address _____

Subdivision _____ Lot Number _____

Owner Phone _____ Date of Request _____

Email Address _____

Owner Signature _____

Contractor Name _____ Phone _____

Date Received _____ By _____

Date Approved _____ Date Denied _____

Comments _____

✓ CHECK LIST OF REQUIRED ITEMS:

PAINTING/RE-PAINTING AND PAINTING OF HOUSE, ADDITIONS AND/OR ACCESSORY STRUCTURES INCLUDING POOL CAGE, SCREENED FRONT ENTRY, GARAGE SCREEN(S)

- _____ Current color picture of exterior of house and roof
- _____ Sample of colors, indicating where base color and any trim color(s) will be applied
- _____ Current color picture of addition, accessory structure, screened front entry, garage screen(s), and/or pool cage denoting color/trim location, and materials that will be used.

NEW ROOF/RE-ROOF

- _____ Current color picture of exterior of house and roof
- _____ Sample of materials to be used and colors

GUTTERS/SOFFIT/FASCIA/LEAFGUARDS

- _____ Current color picture of exterior of house and roof
- _____ Site plan showing location of gutters, soffit/fascia/leaf guards along with colors to be provided

DOORS (Main Garage & Exterior including Screened Doors)/PAINTING OR REPLACING

- _____ Current color picture of door & Sample of color (Painting)
- _____ Current color picture of door & Photo example of door to be installed

DRIVEWAYS AND WALKWAYS INCLUDING DRIVEWAY EXTENSIONS

- _____ Working drawing/construction plan showing location of dwelling and all improvements, i.e. re-coating, Color stamping, painting, or installation of paver bricks to existing drive or walkway, including all specifications and colors.
- _____ Site plan, Survey or contractors plan for driveway additions or turn around area, any addition cannot exceed 9 ft.

POOL OR PATIO CAGE *NO FLAT ROOFS, THIS INCLUDES ON ADDITIONS OR REPLACEMENT CAGES ALLOWED*

- _____ Working drawing/construction plan showing location of dwelling and all improvements, i.e. pool or patio cage to be added, all pool cages and extensions must have a mansard style roof
- _____ List of materials and color sample of pool or patio cage
- _____ Site Plan

SWIMMING POOLS, SPAS, AND HOT TUBS *ABOVE GROUND POOLS ARE NOT PERMITTED*

- _____ Must provide complete contractor plans, specifications, and a site plan

FLAG POLES, ANTENNAS, WEATHER STATIONS, AND RECEPTION OR TRANSMISSION DEVICES

- _____ Flag poles cannot exceed 20 feet
- _____ Must be permanently tied down or mounted on a foundation so as to assure the rigidity and stability of structure

FENCES, SIGHT SCREENS, AND WALLS *WOOD OR GALVANIZED CHAIN LINK IS NOT PERMITTED*

- _____ Complete plans and specifications (e.g. colors, materials to be used, height, length)
- _____ Site plan showing location of fence/sight screen/wall

BOAT DOCKS AND OTHER CANAL AREA IMPROVEMENTS

- _____ Complete plans and specifications (e.g. colors, materials to be used)
- _____ Site plan showing location of dock/other canal area improvement

ACCESSORY STRUCTURES, I.E. ARBORS, CHILDRENS' PLAY SETS/HOUSES, TRAMPOLINES, GAZEBOS, PERGOLAS, TRELLISES, DECORATIVE STRUCTURE (FOUNTAINS, STATUARY, ETC.)

- _____ Complete plans and specifications provide explanation for securing or tying down to ensure rigidity and stability (e.g. colors, materials to be used)
- _____ Site plan showing location of accessory structure/decorative structure

SHELL AND ROCK LANDSCAPING

- _____ Complete plans and specifications (e.g. colors, materials to be used)
- _____ Must include a maintenance plan

WINDOWS/STORM/SECURITY SHUTTERS

- _____ Complete plans and specifications (e.g. colors, materials to be used)
- _____ Site plan showing location of windows.

SOLAR AND PHOTO VOLTAIC PANELS

- _____ Complete plans and specifications (e.g. colors, materials to be used) and a site plan
- _____ All ground mounted panels must be sight screened

PERMANENT GENERATORS/PROPANE TANKS – WATER SOFTENER SYSTEMS, ETC.

- _____ Complete plans and specifications as supplied by the contractor, (e.g. colors, materials to be used) and a site plan that shows the exact location of same
- _____ Must be placed on a concrete pad and sight screened submitted with application

***Deadline for submission is 12 noon the Friday before the Residential Modification Committee (RMC) meeting. The RMC meets the 2nd and 4th Tuesday of the month at 9am.**