

**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.

1. **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](http://www.rotondawest.org)). In addition, it is the applicant’s responsibility to comply with all Charlotte County requirements, including permits.

 **A** **$50 DOLLAR FINE 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.**