



ROTONDA WEST ASSOCIATION, INC.
RESIDENTIAL MODIFICATION APPLICATION

IMPORTANT: Unless specifically exempted below, a completed Residential Modification Application must be submitted and approved before work begins on any property in the Rotonda West Association.

- Approval is valid for six (6) months. Work must begin or be completed within six months of approval. If work has not begun within that period, or the approved modification changes, a new application must be submitted.
- **A complete description and location of the proposed work, materials, colors, and applicable manufacturer's brochures/specifications must be submitted with the application. SEE CHECKLIST BELOW**
- Submission deadline: 12:00 noon on Friday before the Residential Modification Committee (RMC) meeting. The RMC meets on the 2nd and 4th Tuesdays of the month at 9:00 A.M. at the community center at 646 Rotonda Circle, Rotonda West, FL 33947.
- Applicants are responsible for complying with the Rotonda West Deed Restrictions, Residential Modification Guidelines, and all applicable Charlotte County requirements and permits.

APPEALS MUST BE SUBMITTED WITHIN 14 DAYS OF DENIAL.
A \$50 FINE WILL BE IMPOSED IF WORK IS STARTED BEFORE APPROVAL.

1. OWNER & PROPERTY INFORMATION

Owner's Name: _____ Date of Request: _____
Modification Address: _____ Phone: _____
Email Address: _____ Owner Signature: _____
Comments: _____

FOR RWA / RMC USE ONLY

Owner's Name: _____ Property Address: _____
Date Received: _____ Reviewed By: _____
☐ Approved ☐ Denied Decision Date: _____
Comments / Conditions of Approval: _____
RMC/Authorized Signature: _____ Date: _____

2. CONTRACTOR INFORMATION (IF APPLICABLE)

Contractor/Company Name: _____ Phone: _____
Email: _____

3. CHECKLIST OF REQUIRED ITEMS

Please submit all applicable items listed below. INCOMPLETE APPLICATIONS will be returned, delayed, or denied.

PAINTING HOUSE, ACCESSORY STRUCTURES, DRIVEWAYS, POOL CAGES & SCREENED FRONT ENTRY

- ☐ Current color photograph of the applicable house/structure/driveway/screened area showing color/trim locations.
- ☐ Color sample(s) showing where the base color and trim color(s).

No RMA is required for repainting the same color

NEW ROOFS / RE-ROOFS / COMPOSITE LANAI ROOFS

- ☐ Current color photograph of the exterior of the house and roof or lanai/lanai roof.
- ☐ Manufacturer material/color sample, brochure, specification sheet, or product information.

No RMA is required to reroof a dwelling with asphalt shingles, clay/concrete tiles, or metal.

SCREENED ENTRYWAY / GARAGE SCREENS / EXTERIOR SCREENED DOORS

- ☐ Current color photograph of the area to be screened.
- ☐ Plans and specifications.

DOORS - MAIN GARAGE & EXTERIOR - PAINTING OR REPLACING

- ☐ Painting: current color photograph of the door and proposed color sample.
- ☐ Replacing: current color photograph of the door and photo/product information for the proposed replacement.

FENCES, SIGHT SCREENS & WALLS

- ☐ Complete plans and specifications, including colors, materials, and measurements.
- ☐ Site plan showing the location of the proposed fence, sight screen, or wall.
- ☐ Photo/reference image of the proposed fence or sight screen.

WOOD OR GALVANIZED CHAIN LINK IS NOT PERMITTED.

DRIVEWAYS / WALKWAYS / PATIOS - INCLUDING DRIVEWAY EXTENSIONS

- ☐ Working drawing/construction plan showing the location of the dwelling and all improvements.
- ☐ Color/stamping/painting information, or paver-brick specifications and colors.
- ☐ Site plan, survey, or contractor plan for driveway additions or turnaround areas; any addition cannot exceed 9 ft in width.

POOL OR PATIO CAGES - INCLUDING ADDITIONS OR REPLACEMENT CAGES

- ☐ Working engineer drawing/construction site plan showing the dwelling, all improvements, and the pool/patio cage to be added.
- ☐ List of materials and color sample for the pool or patio cage.

NO FLAT ROOFS

SWIMMING POOLS, SPAS & HOT TUBS

- ☐ Complete contractor plans, specifications, and a site plan.

ABOVE-GROUND POOLS ARE NOT PERMITTED.

FLAG POLES, ANTENNAS, WEATHER STATIONS & RECEPTION/TRANSMISSION DEVICES

- ☐ Flag poles cannot exceed 20 feet.
- ☐ Structure must be permanently tied down or mounted on a foundation to ensure rigidity and stability.
- ☐ Site plan.

BOAT DOCKS & OTHER CANAL AREA IMPROVEMENTS

- ☐ Complete plans and specifications, including colors and materials to be used.
- ☐ Site plan showing the location of the dock or other canal-area improvement.

ACCESSORY STRUCTURES - SUN SAILS, ARBORS, CHILDREN'S PLAY SETS/HOUSES, TRAMPOLINES, GAZEBOS, PERGOLAS, TRELLISES, DECORATIVE STRUCTURES (FOUNTAINS, STATUARY, ETC.)

- ☐ Complete plans and specifications, including colors and materials, with an explanation of how the structure will be secured or tied down to ensure rigidity and stability.
- ☐ Site plan showing the location of the accessory/decorative structure.

NEW MULCH / SHELL / ROCK LANDSCAPING

- ☐ Complete plans and specifications, including colors and materials to be used.
- ☐ Maintenance plan.

STORM / SECURITY SHUTTERS

- ☐ Complete plans and specifications, including colors and materials to be used.
- ☐ Site plan showing the location of windows.

SOLAR & PHOTOVOLTAIC PANELS & RELATED EQUIPMENT

- ☐ Complete plans, specifications, and a site plan.
- ☐ All ground-mounted panels must be sight screened.

PERMANENT GENERATORS / PROPANE TANKS

- ☐ Complete contractor-supplied plans and specifications, plus a site plan showing the exact proposed location.
- ☐ Must be placed on a concrete pad / Large propane tanks require site screening.

ADDITIONS / DETACHED GARAGES / WORKSHOPS

☐ Applicant must submit a set of construction plans & specifications, including working drawings & a site plan showing the location of the dwelling(s) & the proposed addition, along with adequate assurances demonstrating that the proposed construction or alteration meets the requirements of the Governing Documents & all building, zoning, plumbing, electrical & other codes in effect at the time of construction of such addition. Should the applicant make any modifications to the set of construction plans/specifications, working drawings, or site plans, then the current approved application is rendered null & void. The applicant must then reapply for approval by submitting any altered construction plans, specifications, working drawings, or site plans.

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