

Del Webb®

at VIERA

Del Webb at Viera Homeowners Association, Inc.

Please email the completed application to Del Webb at Viera:
Delwebbatviera@castlegroup.com.

Please be sure to include "Del Webb at Viera ARC Application" and your Del Webb at Viera Address or Lot # in the email subject line.
(Example subject line: Del Webb at Viera ARC Application – 12345 Del Webb Circle)

Cover Page

Name: _____	Date: _____
Address: _____	Lot #: _____ Phase #: _____

Reviewing Body/Architectural Committee Use Only

Name: _____	Signature: _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved as Noted	<input type="checkbox"/> Not Approved
Comments: _____ _____ _____		
Date: _____		

Name: _____	Signature: _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved as Noted	<input type="checkbox"/> Not Approved
Comments: _____ _____ _____		
Date: _____		

Office Use Only-

Received- __/ __/ __

Submitted to Reviewing Body- __/ __/ __

Initial- _____

ARCHITECTURAL REVIEW COMMITTEE APPLICATION CHECKLIST

Please provide as much as information possible to help the Reviewing Body accurately determine the *exterior appearance and location* of the proposed improvement, its relationship to the property lines and setbacks, and its conformance to the Design Guidelines. Measurements, drawings, color photos, and samples are all helpful.

All Applications

- Cover Page and Completed Application.
- Site Plan (Plat/Plot/Survey) to show the owner's lot and specifications for the proposed improvement(s) on lot.
- Modification Activity Information (on page 4). Appropriate information and summary of the type of modification for the Reviewing Body to understand proposed improvement(s).
- Contractor/vendor information. Include the name, street address, phone number, and email address of the contractor or vendor doing the proposed work. Note: The Reviewing Body may require copies of the contractor's insurance and all applicable licenses.
- Homeowner signature on the application.
- Supporting Documentation for proposed improvement(s). This can include but is not limited to architectural drawings and/or plans, diagram(s) with all dimensions, examples of all materials being used, and manufacturer specifications.

Landscaping

- Marked up plot to indicate:
 - Location(s) of new planting(s).
 - Dimensions of new landscape beds. If landscape beds will not be added or changed, indicate "within existing beds" in the project description.
- Association's Contracted Landscape Vendor and/or local, licensed and insured, reputable landscape nurseries proposal.
- Association's Contracted Landscape Vendor signature (page 5 of application).
- Distances of any new and/or enlarged landscape beds from side(2ft), front(3ft), and rear(5ft) property lines.
- Plant list – names, sizes, and quantities of plants (including replacement plants). In addition to a written description, provide an accurate color photo.
- If mulch is used: mulch color and materials. In addition to a written description, provide an accurate color photo.

Screen Enclosure/Lanai

- In the Modification Activity Information section, state whether under an existing roof or extending beyond the roof and walls of the existing home (cannot extend beyond the side walls).
- Marked up plot plan or a drawing/sketch show:
 - Location and dimensions of screen enclosure modification.
 - Location of door(s) and door pad(s).
 - Distances of screen enclosure modification and door pads from side, front, and rear property lines.
- Color and materials of frame, mesh, and pavers to be used.

Pool, Spa, or Water Features (Not permitted for Villa lots)

- Marked up plot plan or a drawing/sketch show:
 - Location and dimensions of pool, spa, and/or water feature
 - Distances modification and from side, front, and rear property lines.
 - Location of the mechanics (to be screened by landscaping- information included with the application).
- Drawings of pool, spa, and/or water features.
- Materials and color schemes to be used.
- A fence or screen structure shall be constructed around a pool or spa (can be a separate ARC application but will need to be submitted together).

Fence *(Not permitted for Villa lots)*

- Marked up plot or site plan showing the location of the fence and access gate location(s).
- Distances of Fence modification **and** from side, front, and rear property lines.
- Access gate(s) shall be the same material, style, and height as their requested fence and a minimum of 5ft in width and shall only be installed on the side of the home (or rear for waterfront properties).

Curbing/Bed Edging

- Marked up plot plan showing locations and dimensions of curbing/bed edging. Also include the distance of all curbing from side, front, and rear property lines.
- Diagram of landscape bed(s) on drawing/sketch to include dimensions (if none, include “around existing bed(s)” in the modification activity information (page 4).
- Description- type of curbing/bed edging and color of curbing. Provide an accurate color photo(s) of the material.

Driveway or Walkway Widening/Extension *(not permitted for Villa lots)*

- Marked up plot plan and photos or drawing/sketch showing proposed extended areas (note that driveways cannot be extended areas by more than 24” or go beyond house walls, walkways cannot be extended by more than 18” or go beyond entry walls)
- Dimensions of extended areas.

Solar Tubes/Solar Panels

- Marked up plot plan to indicate location of location of mechanical items.
- Roof drawing/sketch/aerial picture showing the location of solar tubes or panels.
- Photo of solar tubes or panels as will be seen from the exterior.
- State that conduits/items/mechanics/etc. for solar panels located under the soffits and/or attached to the home will be painted to match the house color.

Generator

- Marked up plot plan where the generator will be installed (with dimensions of generator and foundation). Also include distance to the nearest property line.
- Generators are to be screened from street view with appropriate landscaping installed at the same time as the installation of the permanent generator. All screens, whether landscape structure or plant materials shall not be placed within three feet (3’) of the property line. Fence panels are not considered acceptable screening materials.
- Concrete block or wood framed walls will be permitted if they have an appropriate foundation, do not exceed 48 inches (48”), and are covered with a Hardie Board finish that is the same color as the home’s exterior.
- Picture example(s) of generator.

Exterior Paint *(not permitted for Villa lots)*

- Indicate whether repainting with existing color or using a new color scheme.
- Provide paint scheme number.
- If proposing to paint doors and trims with gloss or high gloss finish, must be noted in the application.

Gutters/Downspouts

- Marked up plot plan to indicate the gutters and downspouts.
- Include the color of gutters and downspouts in the modification activity section.
- Picture example(s) of gutters and downspouts to be used.



at VIERA

ARCHITECTURAL REVIEW COMMITTEE (ARC)

Application Form for Architectural Modification

This application must be completed by the homeowner and submitted to the Architectural Review Committee for approval **BEFORE** any work commences. Please refer to the Governing Documents and Design Guidelines for Del Webb at Viera for a description of the ARC/ARB and additional information and requirements.

Per the Governing Documents, reasonable efforts shall be made by the Reviewing Body to review and respond to a successfully completed and submitted application within forty-five (45) days of the receipt of all required information. If the Reviewing Body fails to respond within the Forty-Five (45) day period, the Modification Activity shall be deemed denied by the Reviewing Body.

For consideration by the ARC, a completed application **must** include the following:

- This completed application form (with checklist and cover sheet).
- Location: Attach a copy of the Plot Plan (Site Survey) of the lot showing where the modification is located relative to the home and the property lines.
- Specs: Include copies of plans from the contractor or vendor providing services (including color samples, photos, dimensions, etc.)
- Items listed on the checklist (pages 2 & 3) based on the modification activity.
- You are responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s).
- **Access to the area of construction is only allowed through your property, and you are responsible for any damage(s). If access is needed through neighboring properties, written approval must be submitted to the Association by the neighbor before commencing any work.**

Homeowner Name (please print):	Property Address:
Vendor/Company Name:	Vendor Telephone Number:
Vendor Mailing Address:	Vendor Email Address:

Approval is hereby requested for the following modification(s), addition(s), and/or alteration(s) as described below and on attached pages: (Check applicable options below).

- | | | | | |
|---|---------------------------------------|---|---|---|
| <input type="checkbox"/> Additions | <input type="checkbox"/> Fence/Wall | <input type="checkbox"/> Hurricane/Shutters | <input type="checkbox"/> Patio/Pavers | <input type="checkbox"/> Solar |
| <input type="checkbox"/> Doors/Windows | <input type="checkbox"/> Fire Pit | <input type="checkbox"/> Irrigation | <input type="checkbox"/> Pool/Spa | <input type="checkbox"/> Yard/Outdoor |
| <input type="checkbox"/> Driveway | <input type="checkbox"/> Generator | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Art/Sculptures |
| <input type="checkbox"/> Exterior Paint | <input type="checkbox"/> Gutters/Roof | <input type="checkbox"/> Misc./Other | <input type="checkbox"/> Screen Enclosure | <input type="checkbox"/> Mailbox |

MODIFICATION ACTIVITY INFORMATION AND ADDITIONAL COMMENTS:

Anticipated Project Start Date:	Anticipated Project Completion Date:
Note: All work must be completed within 90 days of the date of ARC approval unless otherwise specified in the approval notice, or unless the HOA or the ARC grants an extension in writing. If approved work is not completed within the required time, it shall be considered nonconforming and may be subject to non-conformance action.	Note: The ARC and/or the HOA management company may review the job upon completion; should the job not be completed as approved, the homeowner will have thirty (30) days to comply with the original ARC approval.

Owner Responsibilities. It is the responsibility of each Owner to comply with all requirements of this Architectural Criteria in addition to the Declaration and any applicable supplemental declarations. Homeowners are responsible for any damage(s) to the Common Areas, other Association property, and any adjoining Lot that has been damaged. Homeowners are responsible for all cleanup of any improvement project. Homeowners shall be held responsible for the acts of their contractors, employees, subcontractors and any other persons or parties involved in the modification or alteration of the Lot.

Property Address:	Lot #:	Phase #:
Homeowner Signature:	Homeowner Name (please print):	
Homeowner Telephone #:	Homeowner Email Address:	
Date (Owner):	Is this a resubmittal? (circle one)	
	YES NO	

LANDSCAPING APPLICATIONS ONLY (Below information required)

Contracted Landscape Vendor Representative Signature:	Contracted Landscape Vendor Representative Name (please print):
Date of Vendor Representative Signature:	