



General Exterior Application Checklist

Items Required to Submit Application

- ☐ Owner signature on approval sheet
- ☐ Photo of the home
- ☐ Contractor's name and phone number
- ☐ Contractors Proposal
- ☐ Site-Plot Plan
- ☐ Photo of materials (Color, Style, and size)
- ☐ All neighboring property access letters
- ☐ Is your property and lakefront property or against the golf course (Y / N)
- ☐ Owner is responsible for submitting permits after approval

The Modification Committee usually meets on the third Thursday of each month. All applications must be submitted by the Friday prior to the meeting.

Homeowners are encouraged to attend the meeting in person to discuss their application if they have any questions. Please note that Modification Committee approval does not imply county approval; homeowners are responsible for obtaining all necessary county permits and approvals. Any questions or concerns please email the committee directly at eastwoodmodcommittee@gmail.com



APPLICATION FOR APPROVAL OF A GENERAL EXTERIOR MODIFICATION

Please type or print legibly:

Homeowner(s) Name: _____

Eastwood Address: _____

Contractor Name: _____ Phone: _____

Home Phone: _____ Other Phone: _____

Email Address: _____ May we contact using email? Yes ☐ No ☐

THE FOLLOWING IS A LIST OF REQUIRED SUPPORTING DOCUMENTATION:

BUILDING PERMITS:

One (1) copy of the Orange County Building Permit **MUST** be submitted as soon as possible after application approval, but before work begins

SURVEY AND/OR SITE OR PLOT PLAN:

A copy of the home's certified survey and/or a site plan, showing the drawn-to-scale location of the modification **MUST** be submitted.

COMMON AREA DAMAGE DEPOSIT

A cashier's check or money in the amount of \$250 must be made out to Eastwood Community Association and submitted with any application in which Eastwood common property may be accessed or affected. Damage deposits will be held until the completion of ALL projects. Deposits will be released when ALL projects are reviewed and the property is restored to its ORIGINAL STATE. POOLS, PATIOS, AND LANAIS WILL REQUIRE \$1000.

CONTRACTOR ESTIMATE OR PROPOSAL

The contractor's estimate or proposal **MUST** be submitted to better aid the Modifications Committee to understand the nature and scope of your request.

PICTURES OR PHOTOGRAPHS:

Pictures or photographs indicating style or color **MUST** be submitted.

NEIGHBORING PROPERTY ACCESS LETTER:

A letter signed by the homeowner immediately adjacent to the side in which access will be gained **MUST** be submitted.

FINISH MATERIALS:

A description and/or sample of all finish materials to be used **MUST** be submitted.

ARCHITECTURAL DRAWINGS & LANDSCAPE PLAN:

A copy of the home's certified survey and/or a site plan, showing the drawn-to-scale location of the proposed change **MUST** be submitted.

AFTER WORK IS COMPLETED: ALL vendor signs, garbage, and/or debris resulting from the project **MUST** be removed.

ASSOCIATION USE ONLY

Date received by Management:

GENERAL DESCRIPTION OF PROPOSED CHANGE:

(Color, Dimensions, etc.)

It is your obligation to fully describe the change you want to make and the way you intend to make it so that it can be understood by the Modifications Committee. To do this, you MUST provide a full and complete description of the actual change you propose to make, how it is you intend to make it, where on your property it will be made, and the type and color of all materials you propose to use. You must also submit with your application ALL REQUIRED SUPPORTING INFORMATION ON THE PREVIOUS PAGE. YOUR FAILURE TO SUBMIT A COMPLETE APPLICATION OR ONE LACKING THE REQUESTED SUPPORTING INFORMATION WIL RESULT IN THE DENAIL OF YOUR REQUEST.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

AN APPROVAL OF YOUR APPLICATION DOES NOT RELIEVE YOU OF THE RESPONSIBILITY OF OBTAINING ANY AND ALL NECESSARY PERMITS AS MAY BE REQUIRED BY ORANGE COUNTY, ST. JOHN'S RIVER WATCH MANAGEMENT DISTRICT, OR ANY OTHER GOVERNMENTAL BODY THAT HAS JURISDICTION CONCERNING THIS MODIFICATION.

Estimated Start Date:

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Estimated Completion Date:

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- I/We have reviewed or have had the opportunity to review the Architectural Guidelines and Review Procedures set forth by the Board.
- I/We understand and agree that the Association's approval is limited to only that which has been described on this application. Any other changes not specifically listed on this application we might wish to make, whether now or in the future, will require submission of another application.
- I/We understand and agree that it is our obligation to ensure that any and all changes made whether by us or by someone on our behalf are in strict compliance with this application as approved and I/We agree to take any and all action the Association requests and bear in its entirety the cost of such action should the Association deem the changes made by us or someone on our behalf are not in strict compliance with this application as approved.
- I/We agree to store all construction materials only on my/our own property and nowhere else and that all such materials will be removed no later than seven (7) days following completion of work.
- I/We understand and agree that the authority to perform the work approved must be completed within six (6) months following approval. If alteration is not completed within six (6) months, I/We will need to resubmit our application. Furthermore, I/We agree to honor any other deadlines established by the Modifications Committee as a condition of their approval.

Homeowner/Date

Homeowner/Date

Homeowner/Date

Homeowner/Date

☒ **APPROVED** as submitted

The undersigned certify that this application has been properly made, all required documentation has been presented, and the proposed project is in full compliance with all existing guidelines:

_____ REVIEWED AND APPROVED BY	_____ PRINT NAME	_____ DATE
_____ REVIEWED AND APPROVED BY	_____ PRINT NAME	_____ DATE
_____ REVIEWED AND APPROVED BY	_____ PRINT NAME	_____ DATE
_____ REVIEWED AND APPROVED BY	_____ PRINT NAME	_____ DATE
_____ REVIEWED AND APPROVED BY	_____ PRINT NAME	_____ DATE

☐ **DENIED** as submitted

The undersigned certify that this application is incomplete, AND/OR has not been properly made, AND/OR lacks all required documentation, AND/OR the proposed project is NOT in full compliance with all existing guidelines:

_____ REVIEWED AND APPROVED BY	_____ PRINT NAME	_____ DATE
_____ REVIEWED AND APPROVED BY	_____ PRINT NAME	_____ DATE
_____ REVIEWED AND APPROVED BY	_____ PRINT NAME	_____ DATE
_____ REVIEWED AND APPROVED BY	_____ PRINT NAME	_____ DATE
_____ REVIEWED AND APPROVED BY	_____ PRINT NAME	_____ DATE

**COMMENTS
(OPTIONAL):**

PROPERTY ACCESS LETTER
(TO BE SIGNED BY NEXT DOOR NEIGHBORS/HOMEOWNERS)

I/We

_____ Grantor's Name
of

_____ Grantor's Address

grant permission to

_____ Applicant(s)

to access our/my property if necessary in order that the above named Applicants may:

_____ Brief Project Description

HOMEOWNER DATE

HOMEOWNER DATE

HOMEOWNER DATE

HOMEOWNER DATE

In consideration of this my permission, the undersigned Applicant(s) agree to be responsible for the following:

WITHIN ONE MONTH OF COMPLETION:

- The full and complete cleaning of the access area.
- The removal of all signs, trash, or other construction debris from the access area.
- The return of the access area to its original grade if changed.
- The replacement of any damaged sod or other existing foliage if damaged.
- The replacement of any existing plants if damaged.
- The repair of any damage done to your irrigation system.

HOMEOWNER DATE

HOMEOWNER DATE

HOMEOWNER DATE

HOMEOWNER DATE