

# Emerald Forest Homeowner's Association

## Construction, Modification or Improvement Application

This application is required to ensure that your planned change/improvement/repair conforms to the Emerald Forest Homeowner's Association covenants and maintains the architectural harmony of the community.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
Requested start date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Please be advised that Article IX, 2 of your HOA documents set forth the procedures for Architectural Control Committee ("ACC") approval and allows the ACC, 30 calendar days to make a decision. Every effort will be made to consider your request in a timely manner. No changes are to be implemented or work started without written approval from the committee. If you chose to proceed with changes prior to approval and the committee subsequently disapproves your request, you will be required to return your property to its previous condition at your expense or make changes to come into compliance.

If approval is granted, it is not to be construed to cover approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements, The ACC shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance. All contractors must be licensed and insured.

### Construction, Modification or Improvement:

NOTE: Each project must be submitted on a separate form with all documents attached

Check box:

\*Include with application (see below):

- |   |           |
|---|-----------|
| <input type="checkbox"/> Addition, change or replacement of fencing   | 1,3,4,7   |
| <input type="checkbox"/> Addition, change or replacement of walkway or driveway, or curbing                         | 1,3,4,5,7 |
| <input type="checkbox"/> Addition or change to patio or screen enclosure  | 1,3,4,5,7 |
| <input type="checkbox"/> Addition or removal of trees or landscape changes  | 1,2,6,7,8 |
| <input type="checkbox"/> Addition of pool & cage (if applicable)  | 1,3,4,7   |
| <input type="checkbox"/> Exterior painting of the structure (Body, Trim & Door required) (See: Color Sample Manual) | 5,7       |

Other, describe: \_\_\_\_\_

### \*Include these items with your application:

1. Site plan showing location of existing structures, fence on adjoining properties & setbacks
2. Site plan showing location of existing trees & landscaping
3. Submit construction drawings showing proposed improvements or additions
4. Descriptions of materials to be used (must show fence style)
5. Include color chips for all colors to be used (Colors are at the discretion of the ACC.)
6. Submit landscaping plan showing all proposed changes
7. Copy of contract showing contractor's name and phone number (contract price not required)
8. Provide picture or diagram of addition

Check below if applicable:

As property owner, 1) I will do the work myself, 2) notify HOA upon completion; and 3) make the project available for inspection. All workmanship must be satisfactory to the committee.

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Once approved, work must remain as submitted; any change to the original application requires a resubmission. Work to be completed within 90 days of approval. If unable to complete the work within this time, an extension may be granted by submitting in writing to the ACC committee. By signing below, I agree to follow the above statements and not to begin property improvements until the ACC has notified me in writing of their approval,

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please see Notes under conditions below.

(Do not write below this Line)

Please see NOTES below—

ACC Reviewed: \_\_\_\_\_ Disposition: Approved \_\_\_\_\_ (See conditions below)  
(Date of Meeting)

Declined \_\_\_\_\_ Pended: \_\_\_\_\_

Reason for decline or pended application and/or recommendations:


Conditions of approval:


Conditions/Comments:


**NOTE:**

- All approvals are subject to the plans submitted.
- All improvements or changes will be subject to inspection by the HOA.
- Colors may not be changed or deviated from after approval without resubmission.
- Houses of the same color cannot be next to each other. Color choices are at the discretion of the ACC
- Fence: Stringers must be on the inside; cannot exceed six feet in height.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Documents needed by committee to continue review process:

Date Information Requested of Property Owner

Date	Information Requested of Property Owner

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**Send completed & signed form with all  
attachments to:**

**Emerald Forest Homeowners Association,  
c/o Nancy Durham  
3221 Kilmer Dr  
Plant City, FL 33566.**

**The ACC will respond within a 30-day period  
from the time received.**

1.0 (05/07)  
Revised 1.1 (01/08)  
Revised 1.2 (10/18)  
Revised 1.3 (08/21) AJG