

Sutton Woods Homeowner's Association Construction, Modification or Improvement Application

This application is required to insure that your planned changes, improvements or repairs conform to the Sutton Woods Homeowner's Association covenants and maintains the architectural harmony of the community.

Name: _____

Street Address: _____

Contact Phone # _____ Cell # _____

Email (optional): _____

Requested start date: _____ Estimated completion date _____

Please be advised that Article VII of your Homeowners document "Declaration of covenants, conditions and restriction for Sutton Woods" set forth the procedures for Architectural Control Committee (ACC) approval. 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 Architectural 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 with the covenants.

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. The ACC shall have no liability or obligation to determine whether such alteration/changes comply with any applicable law, rule, regulation, code or ordinance. For your safety, we recommend that the contractors you use be licensed and insured.

Construction, Modification or Improvement:

Each project must be submitted on a separate form with appropriate documents attached.

Check box:

* Include with application

- Modifications to the house exterior 1,2,3,4
- Exterior painting of the house (body, trim or door) 3
- Addition, change or replacement of fencing 2,5,7
- Addition, change or replacement of walkway, driveway or curbing 1,2,4
- Addition of pool 1,2,4
- Addition or change to patio or screen enclosure 1,2
- Addition or removal of trees or major landscape changes 5,6
- other, please describe:

* Include these items with your application for review

1. Construction drawing showing proposed improvements or additions
2. Site plan showing location of existing structures, setbacks and any fence
3. Include color chips for all colors to be used (Colors are at the discretion of the ACC)
4. Contractor's name and phone number
5. Site plan showing location of existing trees and landscaping
6. Landscape plan showing all proposed changes
7. Description of materials to be used (must show fence style and color)

Check below if applicable:

- As property owner, I will do the work myself and will insure the completed job will comply to the Sutton Woods covenants.

Once approved, work must remain as submitted. Any change to the original application requires a resubmission. Work must 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. By signing below, I agree to follow the above statements and not begin any changes until the ACC has notified me in writing of their approval.

Signature: _____ Date: _____

Send completed signed form with all appropriate attachments to Sutton Woods Homeowners Association. P.O. Box 4107, Plant City, Fl. 33563

Sutton Woods Homeowner's Association

Name: _____

Street Address: _____

The Architectural Control Committee reviewed your requested changes and approves your request. All approvals are subject to the plans submitted. All improvements or changes will be subject to inspection by the Homeowner's Association. If painting, colors may not be changed or deviated after approval without resubmission. Please contact me if you have any questions.

Signature: _____ Phone # _____

Title: _____

Date: _____

Sutton Woods Homeowner's Association

Name: _____

Street Address: _____

The Architectural Control Committee reviewed your requested changes and **does not** approve your request for the following reason:

If any questions feel free to contact me.

Signature: _____ Phone # _____

Title: _____

Date: _____