



CHECKLIST FOR ARCHITECTURAL REVIEW

* PLEASE PRINT AND COMPLETE THIS APPLICATION AND SUBMIT WITH ALL MATERIALS NEEDED TO PROCESS*

SUBMIT ONE (1) APPLICATION PER IMPROVEMENT

Date: _____

Name of Owner: _____

Address: _____

APPLICATION MUST INCLUDE:

- Copy of Property Survey marking location of improvement, if applicable
- Copy of blueprints, diagrams or sketches for project
- \$1,000 security deposit for any project that requires the moving of earth or could impact any common area or adjoining lot including but not limited to: Paver extensions, pools, landscaping.
- Brief Description of Improvement: _____

COMPANY INFORMATION:

(If you are contracting a company to do this work, the following must be included)

Company Name: _____

Address: _____ City: _____ State: _____

Phone Number: _____

Email Address: _____

COMPANY MUST SUBMIT COPIES OF THE FOLLOWING:

- _____ Certificate of Liability Insurance**
- _____ Workman's Compensation
- _____ Contractor's County License

**** Certificate Holder (bottom left corner) MUST list Seville at Tradition C/O Campbell Property as insured with address 525 NW Lake Whitney Place #202 Port St. Lucie, FL 34986****

DO NOT SUBMIT THE APPLICATION UNLESS ALL THE ABOVE IS ATTACHED & COMPLETED.

(OFFICE USE ONLY)

Approved ☐

Conditionally Approved ☐

Disapproved ☐

Date: _____

X

(Signature of Approval)

**APPLICATION FOR ARCHITECTURAL MODIFICATION(S)
ARCHITECTURAL CONTROL COMMITTEE (ACC) FORM FOR REVIEW**

ACC forms take approximately 45 days to process. Please note modifications can NOT begin until you receive an answer/approval in writing.

Send complete application to:
SEVILLE AT TRADITON C/O CAMPBELL PROPERTY
525 NW Lake Whitney Place #202
Port St. Lucie, FL 34986

PHONE (772) 218-5405 EMAIL: seville@campbellproperty.com

Please be sure to include required pictures, samples, property survey, plans and/or specifications so there is no delay/return.

Association Name: **SEVILLE AT TRADITON HOMEOWNERS ASSOCIATION, INC.**

Property Address:

Date Applying :

Daytime #:

Account#:

Name of Owner(s):

Approval is proposed for the following modification(s), addition(s), and/or alteration(s) as described below and/or on attached page(s):

Check the applicable boxes and/or describe below:

- | | | |
|--|--|---|
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Landscaping Additions/Modifications | <input type="checkbox"/> Play Structure/Playgrounds |
| <input type="checkbox"/> Exterior Paint as per approved colors | <input type="checkbox"/> Other Exterior Modification | <input type="checkbox"/> Satellite Dish Location |
| <input type="checkbox"/> Exterior Lighting/Solar Lights | <input type="checkbox"/> Patio Furniture Visible | <input type="checkbox"/> Screen Enclosure |
| <input type="checkbox"/> Fence as per approved criteria | <input type="checkbox"/> Patio/Terrace/ Decks | <input type="checkbox"/> Spa/Jacuzzi |
| <input type="checkbox"/> Hurricane Panels/Accordion Shutters | <input type="checkbox"/> Pavers/Driveway/Paver Extensions | <input type="checkbox"/> Other: _____ |

THIS IS A RE-SUBMITTAL

☐ Yes

☐ No

Additional Information/Detail: _____

Attached...Please note you **MUST** provide the following: (If Applicable) **Process will be delayed if missing!**

- | | |
|---|---|
| <input type="checkbox"/> Color plan(s) | <input type="checkbox"/> Property Survey, showing location of Modification(s) |
| <input type="checkbox"/> Drainage Surface Water Plan | <input type="checkbox"/> Sample(s)/Picture(s) |
| <input type="checkbox"/> Initial or Revised Plan(s) and/or Specification(s) | <input type="checkbox"/> Contractor License/Insurance Naming Assoc. as Cert. Holder |
| <input type="checkbox"/> Material(s) Designation Plan/Sample(s) | <input type="checkbox"/> Other: _____ |

By Initialing below applicant agrees and acknowledges as follows:

____ Owner agrees to be fully responsible at Owner's sole expense for any and all damages to Common Areas and/or neighboring Lots including, but not limited to, damage from delivery, construction or other vehicles or machinery. Access to construction areas is only to be allowed through Owner's property.

____ Owner agrees and understand that should the Owner desire to install any new improvement or landscaping within the boundary of a Lot, a drainage surface water plan prepared by a professional irrigation or engineering company certified to the Association will be required to accompany this application. Said water plan must certify that the proposed improvement or landscaping will not adversely affect the drainage and irrigation of the community, Common Areas and/or any adjacent Lots.

____ Owner agrees and understands to be responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s) and all other applicable governmental authorities. Furthermore, owner agrees to comply with the Association Documents including, but not limited to, the Declaration, in all respects.

____ Owner agrees to remise, release, acquit, satisfy, and forever discharge "Developer", "Management Co.", and the "Association(s)" of and from all, and all manner of, action and actions, cause and causes of action, suits, debts, sums of money, accounts, bills, covenants, controversies, agreements, promises, damages (including consequential, incidental, punitive, special or other), judgments, executions, claims, liabilities and demands, whatsoever, at law and in equity (including, but not limited to, claims founded on tort, contract, contribution, indemnity or any other theory whatsoever) in any way related to any previous representations made by "Developer", "Management Co.", and the "Association(s)", and the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused therefrom; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.

____ Owner agrees to defend, indemnify and hold harmless "Developer", "Management Co.", and the "Association(s)", against any and all claims, costs (including without limitation reasonable attorney's fees, paraprofessional fees and court costs at all levels), actions, liabilities and/or expenses in any way related to the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused therefrom; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.

Owner agrees, understands and acknowledges that failing to abide by the aforementioned will be deemed grounds for this request being DENIED.

Anticipated Commencement Date:

Owner's Signature:

Anticipated Time for Completion:

Owner's Signature: