

Name: _____

edited:6/18/24

Lot: _____



CHECKLIST – CONSTRUCTION ADDITIONS

ALL items below must be included in this request packet in order for the request to be reviewed.
Failure to provide the required information will result in a delay in the review of your request
and/or your request being denied due to lack of information.

	<u>Owner Initials</u>	<u>Office initials</u>
Exterior Request Form	_____	_____
Signed Affidavit	_____	_____
Signed Design Standards	_____	_____
Drawing with location of changes	_____	_____
Photo Sample of materials used	_____	_____

OFFICE USE ONLY

Office has reviewed the Exterior Request and confirmed that it is in the proper form, all base required information is included, and it is ready to be reviewed by the Exterior Committee.

Dated this _____ day of _____, 20__

Signature of Office staff _____



EXTERIOR REVIEW REQUEST

This request form is to be completed by the homeowner and submitted to the Exterior Review Committee for approval **BEFORE** any work commences. Please refer to your Declaration of Condominium and Rules and Regulations for information regarding Exterior Requests.

OWNER INFORMATION

Name: _____ Date of Request ____/____/____

Property Address: _____ Lot # _____

Phone (____) _____ - _____ Email Address: _____

Print legibly in blue or black ink

CONTRACTOR INFORMATION

Company: _____ FL License No. _____

If doing work yourself please mark this box ☐

SUMMARY OF REQUEST

Type (circle applicable): *Painting/Siding*, *Landscaping design*, *Roof*,
Construction Addition *Misc.*

Description: _____

All applications must include detailed copies of plans, diagrams or pictures of materials to be used, paint/material color sample(s), landscape drawings showing changes or additions, etc.

All requests must conform to all local zoning and building regulations and include all necessary permits.

Applications submitted without detailed specifications, as outlined in the checklist section of this request packet, will not be reviewed.

EXTERIOR COMMITTEE USE ONLY

☐ Approved ☐ Denied

Follow-up Required: ☐ Yes ☐ No

Exterior Committee Members 1. _____ 2. _____

Comments: _____



DISCLAIMER AND RELEASE AFFIDAVIT

I, the undersigned, have read, understand, and agree to abide by the Covenants and Restrictions of the Association. I agree to be responsible for the following:

- All work must be completed within 120 days of the approval date. If an extension of time is needed, another request must be submitted prior to the expiration date;
- All losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- All the work must conform with Tangerine Woods documents and Exterior Home & Yard policy rules. Failure to strictly comply will require work revisions at owner's expense;
- Work shall not begin until verbal or written approval is given;
- The homeowner is responsible for ensuring that all areas affected by the project construction (i.e. landscaping, irrigation, common areas, etc.) are restored to their original condition. The homeowner will be notified of any deficiencies in writing and will be asked to correct any damage. Failing that, the homeowner is responsible for all costs necessary for the COA to properly restore the area;
- Upon completion of the work, the owner must sign the Certification of Work Performed (found in this packet) and return the request to the Exterior Request counter in the Clubhouse.

I also understand that the Exterior Committee does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition, or for performance, workmanship or quality of work of any contractor or for the completed alteration or description.

I agree to abide by the decision of the Exterior Committee. If the modification is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

Date this _____ day of _____, 20_____

Signature of the Owner: _____



DESIGN STANDARDS – CONSTRUCTION ADDITIONS

Below is a summary of the approved Design Standards. This summary is not, and is not intended to be, a complete listing of all applicable standards relating to this Exterior Request. For a complete detail of Exterior Design Standards, please reference the Associations Governing Documents which is available on the Association's website.

Additions:	Alterations, additions, or any other changes to the exterior of the Unit may require a building permit from Sarasota County. The Unit Owner is responsible for obtaining the proper permits. Before a request is approved a complete set of plans and specifications must be submitted to the Exterior Committee. The plans must show complete details of construction location, materials, landscaping, exterior color scheme, and estimated completion date.
Decks & Patios:	Must comply with all Sarasota Conty building codes. Location is limited to the side or back of the Unit. The maximum size is 144 square feet. Height can be no higher than the main floor of the house.
Carport:	Carport may be enclosed as long as there is a minimum of sixteen (16) feet left unenclosed under roof for vehicle parking. The addition/enclosure has a door. The framework is constructed of square/rectangular hollow aluminum.
Driveway:	All driveway widening must comply with Florida State and County setback statutes. Driveways cannot be widened more than four (4) feet beyond the original width. Drive colors are available in the office.

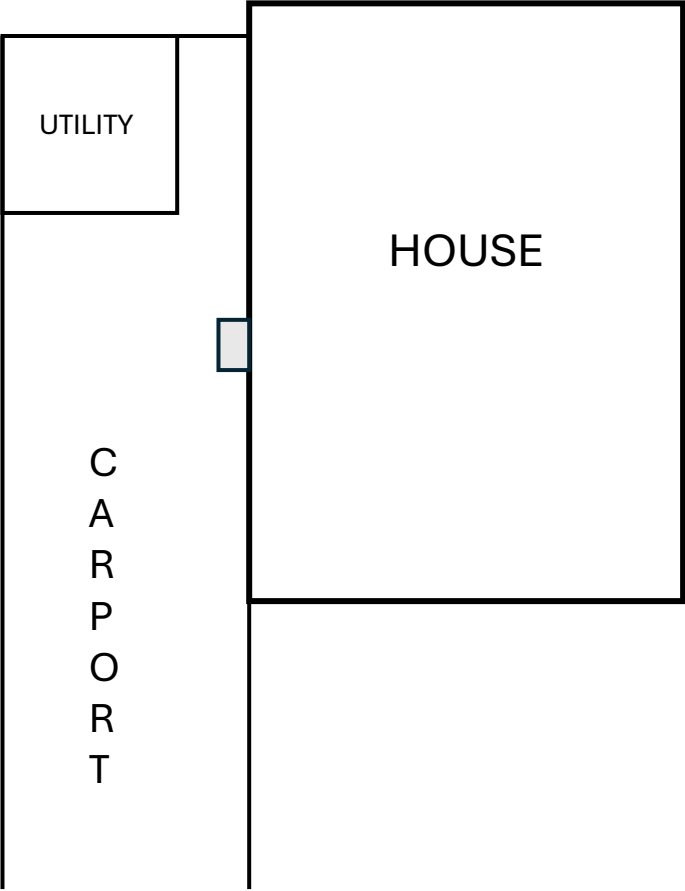
I, the undersigned, do hereby state that I have read, understand, and agree to abide by the Association's Design Standards as summarized above and in the Governing Documents. I further understand that failure to comply with these standards will result in the denial and/or revocation of approval of my Exterior Request.

Dated this _____ day of _____, 20____

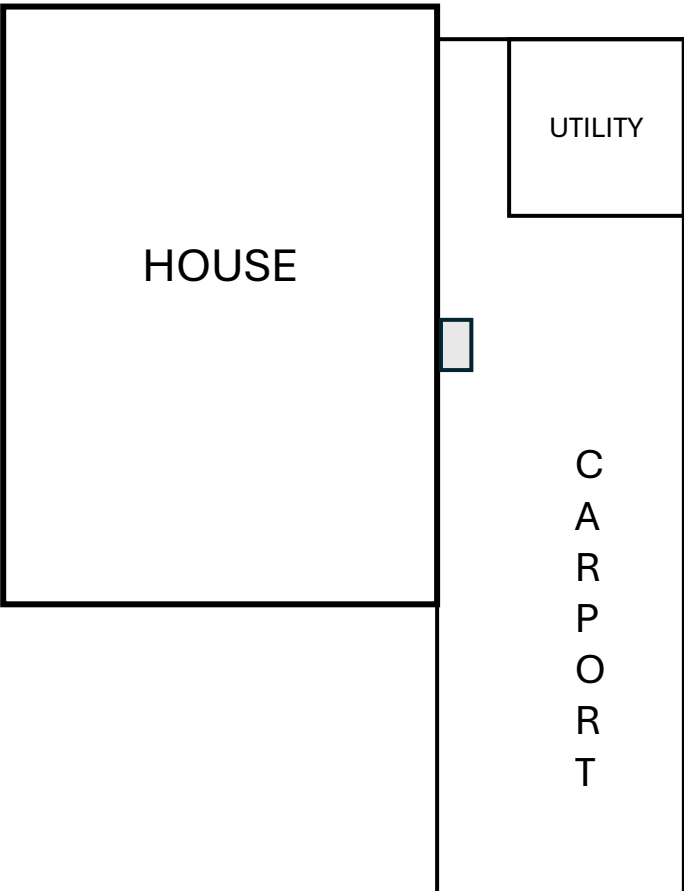
Signature of Owner: _____

Please use the House View that fits your home.

House View 1



House View 2





LOT: _____

CERTIFICATION OF WORK PERFORMED

Date: _____

I certify that the work described on the Exterior Request dated: _____
regarding (circle applicable):

Painting/Siding

Landscaping Design

Roof

Construction Addition

Misc.

has been completed and totally conforms to the approved description.

Comments: _____

Owner's Signature: _____