

Tallavana Homeowners' Association

Architectural Improvement Submittal Form

Property Owner Name(s): _____

Property Address: _____ Lot Number _____

Phone Number: _____ Best times to reach me are between _____ am _____ pm.

Email Address: _____ Start Date: _____ Estimated Finish Date: _____
(required) (required)

For architectural and landscape improvements, attach any additional site plans, deviations, construction drawings, specifications, material descriptions, etc., that may be required to fully describe the requested improvement. Although plans do not need to be professionally prepared, they should be adequate to fully describe the requested improvement. The submission of a photograph may help explain your improvement. If the requested improvement is repainting of the exterior of your home, please submit a "paint chip" of the proposed color(s) with this form. If your requested improvement involves the installation of a manufactured product (such as a carport, shed, gazebo, etc.) a manufacturer's brochure should also be submitted. **ALL ATTACHMENTS WILL BE KEPT FOR OUR RECORDS AND WILL NOT BE RETURNED TO THE PROPERTY OWNER. DO NOT SUBMIT ORIGINALS.** The Committee will respond to written submittals within thirty (30) days.

MODIFICATION(S) REQUESTED Check appropriate box

PRIMARY and/or AUXILIARY STRUCTURE Provide plan drawings with elevations and specify type(s) of materials to be used	ROOF Specify Manufacturer, type & color – Provide sample if possible
ADDITION OR MODIFICATION TO PRIMARY STRUCTURE Provide site plan drawings with elevations, easements and specify type(s) of materials to be used	REPAINTING EXTERIOR / COLOR CHANGE Specify Paint Manufacturer & Color(s) - Provide "paint chip" samples & attach sketch with specific location
FENCE(s) Specify height, type(s) of material(s) and style to be used & attach sketch with specific location – Easements identified	TREE REMOVAL Provide sketch with location of proposed tree, quantity and type of tree to be removed - Provide reason for removal (construction purposes, diseased or dead, danger of falling on house, etc.)
LANDSCAPING Provide plan drawings or sketch with specific location, if regulated by restrictive covenants	
RECREATIONAL EQUIPMENT Specify equipment type(s) (play set, trampoline, etc.) and attach sketch with specific location	OTHER Include detailed description and plans if applicable

MODIFICATION(S) DESCRIPTION Attach additional information as necessary--All submissions must include the following:
 Architectural drawing and / or pictures; Property survey showing improvement(s); Description and samples of materials.

INCOMPLETE APPLICATIONS MAY CAUSE DELAYS IN PROCESSING:

I further understand and agree that no work on this modification request shall commence until written approval of the ACC has been received by me, the Property Owner. I represent and warrant that the requested modifications strictly conform to the Restrictive Covenants, Articles of Incorporation, Bylaws, Policies, Rules, and Regulations for the Tallavana Homeowners' Association. I further understand and agree that as the Property Owner, I am responsible for complying with all city and/or county building and zoning regulations.

<p>Return the completed submittal form with <u>ALL</u> attachments to: Tallavana Homeowners' Association Attn: ACC Committee - Submittal Forms Enclosed P.O. Box 1075 Havana, FL 32333</p>	<p>Final Submittal Check List:</p> <p><input type="checkbox"/> Completed Submittal Form</p> <p><input type="checkbox"/> Samples of type(s) of material(s) to be used</p> <p><input type="checkbox"/> 2 copies of site plan(s) with easements identified and proposed changes identified – DO NOT SUBMIT ORIGINALS as they will not be returned.</p>
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Property Owner
 Signature(s): _____ Today's Date: _____

IMPORTANT NOTICE: APPROVAL OF ANY STRUCTURE OR ARCHITECTURAL CHANGE BY THE ACC IS IN NO WAY A CERTIFICATION THAT THE STRUCTURE OR ARCHITECTURAL CHANGE HAS BEEN BUILT IN ACCORDANCE WITH GOVERNMENTAL OR COUNTY RULES OR REGULATIONS OR THAT THE STRUCTURE COMPLIES WITH THE SOUND BUILDING PRACTICE OR DESIGN. For your protection, inquire with the proper authority, either city or county, regarding permit requirements before starting any work on your property. Projects involving new construction, additions, alterations, or any modification to structural, electrical, heating, water, gas or sanitary plumbing systems will most likely require a separate government permit.