

Design Review Board Application – Homeowner’s Checklist

Review and approval of plans and specifications submitted is made on the basis of aesthetic considerations only and the HOA shall not bear any responsibility or liability for ensuring the structural integrity or soundness of approved construction or modifications, nor for ensuring compliance with building codes and other governmental requirements. Any data reflected on supplied documents that is not detailed, will not be reviewed/approved. **Property owner is solely responsible to secure all required government permits (City, County, State).**

The DRB and its members shall not be held liable for any injury, damage or loss arising out of the manner or quality of approved construction or modifications. The property owner hereby acknowledges and agrees that they shall be solely responsible for determining that the improvements, alterations, or additions described herein comply with all applicable laws, rules, regulations, codes, and ordinances; including, without limitation, zoning ordinances, subdivision regulations, and building codes.

The property owner agrees not to begin property improvement(s) until the DRB provides notification in writing of its approval. If any change is made that has not been approved, it is understood and agreed that the HOA has the right to require removal of the improvement from the property, and/or will require recuperation of all legal and administrative fees incurred by the HOA to affect the same.

The property owner further agrees and understands that if construction or improvements for which approval has not been granted are not returned to their original condition within 45 days of notification to do so by the HOA, will require recuperation of all legal fees incurred by the HOA related to, and until the unapproved improvement has been removed.

By submitting your application, the property owner hereby agrees to be bound by the rules above.

Please use this checklist as a tool to help ensure you have included all requirements of the application.

One application per modification/improvement. All exterior modifications require an application.

All application types require a full description of the work to be performed.

Mailbox

- Check the Arbor Greene Design Review Criteria for approved mailbox types for your neighborhood.
- Upload a photo of your intended selection.

Roofing, gutters

- Include roof type and color in your description.
- Upload a roofing color sample (Muted earth tones) of the material to be used.
- Upload a manufacturer’s detail of the gutter size, shape, color, location and materials to be used.

Landscaping

- Upload a survey with the improvement, lighting and/or modification clearly drawn to scale.
- Upload a plant list or turf selection.
- Tree removal requires either a statement of decline/nuisance from an arborist/landscape architect, a city of Tampa permit or a photo if dead.
- Upload a color sample of the materials to be used (stone, curbing, mulch).
- Upload a detailed landscape plan to include plant/light/drainage locations.

Pavers, walkway, retaining wall or ramp

- Upload a color sample of the materials to be used.
- Upload a survey with the improvement or modification clearly drawn to scale.
- If covering a driveway, you must obtain and upload a CDD waiver.

Pool and/or patio

- Upload a color sample of the materials to be used.
- Upload a survey with the improvement or modification clearly drawn to scale.
- Upload a landscape plan to ensure installations are not readily visible from the street.

Carriage lighting

- Upload a manufacturer’s detail of the size, shape, color, wattage, lamp type and materials to be used.

Enclosure

- Upload a survey with the improvement or modification clearly drawn to scale.
- Upload a mechanical type drawing of the size, shape, color and materials to be used.
- Note: solid roofs will not be approved.
- Only single story white or bronze enclosures are permitted.

Painting

- Include village name and/or scheme number.
- Colors not listed will require a previously approved application or a builder’s original work order.
- You cannot mix schemes or trim/door colors.
- When painting any surface all scheme numbers are required.

Fencing

- Upload a survey with the improvement or modification clearly drawn to scale.
- Upload a manufacturer’s detail of the size, shape, color and materials to be used.
- Check the Arbor Greene Design Review Criteria for properties where fencing is permitted.

Garage, entry door or window replacement

- Upload a manufacturer’s detail of the size, shape, color and materials to be used. White frame windows only.

Energy installation (Propane, generator, solar)

- Upload a manufacturer’s detail of the size, shape, color and materials to be used.
- Upload a survey with the improvement or modification clearly drawn to scale.
- Upload a landscape plan to ensure ground installations are not readily visible from the street.

All Other Exterior Modifications/Improvements

- Contact arborgreene@MyTerraCommunity.com
- Provide a complete description of your proposed project to obtain documentation requirements.