



Prime Community Management Exterior Alteration Application

**OWNER INFORMATION**

Owner 1 \_\_\_\_\_

Owner 2 \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Community name \_\_\_\_\_

*I (we) understand all current association fees must be paid before applications will be processed*

*I (we) understand applications may take up to 30 days to process*

*I (we) acknowledge we will be notified by email any updates to our application including request for additional documentation, denial, and approvals.*

Signature owner 1 \_\_\_\_\_

Signature owner 2 \_\_\_\_\_

- This application is good for six (6) months from the date of approval. All work must be underway or completed within this time frame. If work is not underway within the six (6) months, or there has been a change in the proposed modification, you must resubmit your application. If application is denied, it may be resubmitted with the required changes.
- This form must be completed and approved prior to the start of work on any property managed by Prime Community Management. Please complete the checklist on the following page and attach ALL required documents and fees prior to submission.
- It is the applicant's responsibility to comply with all County requirements, including permits.
- Owners are responsible to conduct their own due diligence on the contractor they are hiring. Prime accepts no responsibility for the home owner's choice of contractor nor the quality of that contractor's work. Check with the BBB, read reviews, ask for references.
- A \$100 DOLLAR FEE WILL BE IMPOSED IF WORK IS STARTED BEFORE APPROVAL

**Instructions:**

Please attach the required information for your proposed modification. Below is a check list of required items for modifications and the processing fee.

Please select your modification, attach the required documents, including this application, your payment and send to:

**Prime Community Management  
346 East Central Ave  
Winter Haven, FL 33880**

A separate application is required for each modification. Refer to your communities' documents for guidelines. Applications are reviewed bi-monthly

**POOL OR PATIO CAGE (lanai) \$75**

- List of materials and color sample of pool or patio cage, dimensions. brochure
- Certified Property Survey showing location of dwelling and all improvements, i.e. pool or patio cage to be added
- Contractor information including name, license, and insurance

**SWIMMING POOLS, SPAS, AND HOT TUBS \$75 (no above ground pools)**

- Must provide complete plans, specifications
- Certified Property Survey
- Contractor information including name, license, and insurance

**FLAG POLES, ANTENNAS, SATALITES, GARAGE SCREENS \$25**

- brochure or photo including dimensions
- Site map or survey showing proposed location

**FENCES, SIGHT SCREENS, AND WALLS \$75**

- Complete plans and specifications (e.g. colors, materials to be used, height, length)
- Certified Property Survey showing location of fence/sight screen/wall
- Contractor information including name, license, and insurance

**ACCESSORY STRUCTURES, I.E. ARBORS, CHILDRENS' PLAY SETS/HOUSES, BASKETBALL HOOPS, PERGOLAS, TRELLISES, DECORATIVE STRUCTURES \$25**

- Complete plans and specifications (e.g. colors, materials, dimensions including height.)
- Certified Property Survey showing location of structure
- Contractor information including name, license, and insurance

**ROCK LANDSCAPING, MULCH \$25**

- Complete plans and specifications (e.g. colors, materials to be used)
- Certified Copy of survey showing location
- Contractor information including name, license, and insurance

**HURRICANE SHUTTERS \$25**

- Complete plans and specifications (e.g. colors, materials to be used)
- Diagram showing location of windows
- Contractor information including name, license, and insurance

**SOLAR PANELS \$75**

- Complete plans and specifications (e.g. colors, materials to be used)
- Certified Property Survey showing location of panels
- Contractor information including name, license, and insurance

**PERMANENT GENERATORS \$75**

- Complete plans and specifications (e.g. colors, materials to be used)
- Certified Property Survey
- Contractor information including name, license, and insurance

**HOUSE PAINTING, SCREENED ENTRY, EXTERIOR DOORS \$75**

- Complete plans and specifications (e.g. colors, materials to be used)
- Certified Property Survey
- Contractor information including name, license, and insurance

**ROOF REPLACEMENT \$75**

- Complete plans and specifications (e.g. colors, materials to be used)
- Certified Property Survey
- Contractor information including name, license, and insurance

**DRIVEWAYS AND WALKWAYS IE. RECOATING, REPLACEMENT, STAMPING,  
OR PAVER INSTALLATION \$75**

- Complete plans and specifications (e.g. colors, materials to be used)
- Certified Property Survey
- Contractor information including name, license, and insurance

**The ARCHITECTURAL REVIEW COMMITTEE**

has reviewed the foregoing application for \_\_\_\_\_ and rendered the following decision:

Approved  Approved with conditions (see below)  Denied

**LIMITING CONDITIONS (binding provisions):**

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**COMMENTS:**

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**AUTHORIZED SIGNATURE(s):** \_\_\_\_\_

**DATE:** \_\_\_\_\_