



**Applications are to be submitted to PBM no later than 12:00 pm on Friday.**

Every submission must include the following information prior to the deadline indicated above:

- **Applicable review fee** – *can be paid either via cash or check payable to UPCA.*
- **At least 3 photos** taken from different angles, showing existing areas where the work is proposed.
  - **For roof replacement requests:** please include a photo of the front of your house plus a photo of each of the neighboring homes along with providing either a brochure photo or physical sample of the roof tile.
- **Any additional information needed for the ALC's review** – site surveys, landscaping sketch, architectural plans, etc.

**NOTE:** It is strongly recommended to submit the photos electronically to [ALC@UPCAI-FL.com](mailto:ALC@UPCAI-FL.com). Photos must be submitted as either a PDF or .jpeg file. Otherwise, you will be asked to resubmit your photos in the correct file type.

All Applicants are encouraged to review the ALC Guidelines on the website: [www.upcai-fl.com](http://www.upcai-fl.com). Click on "ARCH & LANDSCAPE" at the top of the homepage. Then scroll slightly until you see a box titled "ALC REGULATIONS." Then click on the link in the box to view the current ALC Guidelines.

DATE: \_\_\_\_\_ REVIEW FEE: \_\_\_\_\_ NEIGHBORHOOD: \_\_\_\_\_

HOMEOWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**DRIVEWAY/SIDEWALK PAVER INFORMATION:**

- **COLOR OF PAVERS** (Please submit a sample paver brick) \_\_\_\_\_
- **INSTALLATION PATTERN:** \_\_\_\_\_
- **ON A SEPARATE PAGE, DESCRIBE WORK TO BE PERFORMED IN AS MUCH DETAIL AS POSSIBLE.**

**EXTERIOR IMPROVEMENTS/LANDSCAPE CHANGES INFORMATION:**

**NEW ROOF**

- **COLOR OF ROOF TILES** (Please submit a sample of roof tile) \_\_\_\_\_
- **STYLE OF TILE** (barrel, slate, etc.) \_\_\_\_\_

**LANDSCAPE CHANGES:**

- **ON A SEPARATE PAGE, INCLUDE A PLAN OR SKETCH OF THE PROPOSED WORK ALONG WITH A DETAILED DESCRIPTION.**
- **TREE REMOVAL:** A certified arborist's written opinion with specific reason for the removal or treatment of a tree (i.e., roots lifting the sidewalk, tree diseased with Ganoderma or pine beetles, etc.) may be required.

**OTHER EXTERIOR CHANGES** (Check appropriate box)

POOL CAGE    WINDOWS    FRONT ENTRY    GENERATOR    OTHER

- INCLUDE BROCHURES, ARCHITECTURAL DRAWINGS, OR ANY INFORMATION THAT WILL HELP INFORM THE COMMITTEE'S DECISION
- ON A SEPARATE PAGE, DESCRIBE WORK TO BE PERFORMED IN AS MUCH DETAIL AS POSSIBLE.

**EXTERIOR REPAINTING:**

Please complete the spaces below and attach color chips. A paint sample of the proposed body color, 1.5' X 3' and clearly outlined in painters' tape, must be applied to the home in a position visible from the street to determine the relationship with the roof tile color, driveway color and to the neighborhood. Trim and door paint changes must be handled in a similar manner. Samples of each must be: (a) painted next to the body sample, (b) approximately half the size of the body sample, (c) outlined in blue painters' tape, and (d) placed clearly visible from the street.

**BODY COLOR - HOME**

**TRIM COLOR**

**DOOR/OTHER (specify)**

Manufacturer: \_\_\_\_\_  
(e.g., Sherwin Williams)

\_\_\_\_\_

\_\_\_\_\_

Paint Number: \_\_\_\_\_  
(e.g., SW 6379)

\_\_\_\_\_

\_\_\_\_\_

Paint Name: \_\_\_\_\_  
(e.g., Jersey Cream)

\_\_\_\_\_

\_\_\_\_\_

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**TRIM BUFFER AREAS BETWEEN HOMES, GOLF COURSE, and OTHER NATURAL AREAS**

- **NATIVE VEGETATION MAY BE TRIMMED TO A HEIGHT OF NO LESS THAN 3 ½ FEET.**  
*Check the box below signifying your acceptance of these terms*

I have read and understand the criteria for trimming buffer areas as outlined in the ALC's "Home Improvement and Landscaping Regulations."

- **INCLUDE A MINIMUM OF 3 PHOTOS OF THE AREA(S) TO BE TRIMMED.**
- **ON A SEPARATE PAGE, INCLUDE A PLAN OR SKETCH OF THE PROPOSED WORK ALONG WITH A DETAILED DESCRIPTION.**

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**SCHEDULE OF FEES**

If you are unsure as to the applicable amount, please contact the committee at [alc@upcai-fl.com](mailto:alc@upcai-fl.com) for information.

The following schedule of review fees is issued as a guide. Each submittal is reviewed and assessed independently (*additional fees may apply*). The review fee is subject to change.

Application to rebuild a home in entirety or substantially ( <i>fee dependent on neighborhood</i> )	\$1500.00
Application for major remodeling or home extensions ( <i>2<sup>nd</sup> story bonus rooms or adding rooms</i> )	\$ 750.00

Applications to install the following items: satellite/antenna/dish, invisible dog fence, coach lights, landscape lighting, geothermal or heat pump installation, external generator, hurricane shutters, solar panels for pool or home, solar film on windows, repaint home and/or accent colors ( <i>doors, shutters, etc.</i> ), screen/enclose/extend lanai, hardscape additions ( <i>fountains, statuary, dog runs, etc.</i> ), changes to landscape plan or pond bank retaining walls or stabilizing treatment and all other applications.	\$ 25.00
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**TIMEFRAME TO COMPLETE WORK**

**Please note:** Requests must be completed within 6 months from the date of the approval. Otherwise, you will be required to submit another application.

