



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. 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. 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)

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.**

SCHEDULE OF FEES

If you are unsure as to the applicable amount, please contact the committee at 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>2nd 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
--	----------

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.

