



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. **Photos of your house and your neighbors on both sides must be submitted with your request.**

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>)	\$1000.00
Application for major remodeling or home extensions (<i>2nd story bonus rooms or adding rooms</i>)	\$ 500.00

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.

