

**SUBMIT TO:** [allapplications@sunstatemanagement.com](mailto:allapplications@sunstatemanagement.com)

**Fill in form Electronically or Please Print Clearly**

STREET ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Sun City Center, FL 33573* MONTH / DAY / YEAR

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

EMAIL: \_\_\_\_\_

**PROPERTY MODIFICATION (Check all applicable boxes and include documents shown in the Forms Checklist below)**

- |                                 |                                 |  |
|---------------------------------|---------------------------------|--|
| Antennae, TV / Ham Radio (1, 2) | Generator - Fuel Tank (1, 2, 4) | Skylights / Solar Tubes (1, 4)         |
| Bed Curbing (1, 2, 4) Bed       | Gutters (1, 4)                  | Solar Panels (1, 2, 4)                 |
| Decorations (1, 2, 4) Coach     | Lanai Enclosure (1, 4)          | Split A/C Units (1, 2, 4)              |
| Lights (2)                      | Lanai Extension (1, 4, 5)       | Storm Shutters & Lexan Glass (1, 2, 4) |
| Door Glass (2, 4)               | Landscaping (1, 3, 4)           | Storm Screens, Motorized (1, 2, 4)     |
| Driveway / Walkway (1, 4)       | Landscaping Trees (1, 3, 4)     | Swimming / Spa Pool (1, 2, 4, 5)       |
| Entry Screen (2, 4)             | Lighting (1, 2, 4)              | Wall Decorations (1, 2, 4)             |
| Exterior Wall Trim (1, 2, 4)    | Patio Unscreened (1, 4)         | Weather Station (1, 2)                 |
| Garage Screen (2,4)             | Satellite Dish (1, 2)           | Windows / Doors (1, 2, 4)              |

Other: \_\_\_\_\_

**FORMS CHECKLIST (Attach as applicable)**

- |                                   |   |
|-----------------------------------|---|
| 1 Plot Plan showing modifications | 4 License – Proof of Competency                   |
| 2 Photos and/or Sketches          | 4 Proof of General Liability Insurance            |
| 3 Landscape Plantings Description | 4 Proof of Workers Comp. Insurance (or Exemption) |

SCOPE OF WORK: \_\_\_\_\_

Work by HOMEOWNER ESTIMATED COMPLETION: \_\_\_\_\_  
MONTH / YEAR

CONTRACTOR: \_\_\_\_\_ **License & Insurance required as stated above (4).**

HOMEOWNER ACCESS PERMISSION for Contractor work: *Any work that involves use of an adjacent property for access of labor, material handling or equipment transport requires the adjacent homeowner's access permission.*

\_\_\_\_\_  
**Adjacent Homeowner's Signature** Street No. \_\_\_\_\_

I understand and acknowledge that by typing my name on this form, I am electronically signing this document.

HOMEOWNER AGREEMENT: *I agree with the terms and conditions of the Homeowner Agreement stated herein. This includes the required Stipulations as applicable.*

\_\_\_\_\_  
**Homeowner's Signature**

5 \_\_\_\_\_ ADJACENT HOMEOWNERS  
INITIALS *have been notified of my pool, spa or lanai extension project's scope of work.*

I understand and acknowledge that by typing my name on this form, I am electronically signing this document.

**HOMEOWNER AGREEMENT**

*By my signature, I understand only the Verona at Renaissance HOA Board of Directors (BOD) can approve (or deny) what has been requested in this application. I understand the official decision by the BOD will be sent to me in writing or via email by the Community Association Manager (CAM). Permission is hereby granted for Architectural Committee (AC) and BOD members and/or representatives of the CAM to enter my property to make a reasonable inspection of the modifications as proposed or completed per the submitted board approved Architectural Change Request.*

*I understand all BOD approvals are for conformity with existing Architectural Committee guidelines & policies approved by the board. I understand as the property owner, I have the responsibility for acquiring mandated permits, hiring a Hillsborough County licensed contractor where required and a licensed professional engineer or architect for work required by Hillsborough County and/or the State of Florida. I also understand this Architectural Change Request is in accordance with the amended Declaration of Covenants and Restrictions (ref Article VIII) as referred to in the deed to my property and the current version of the Rules Manual of restrictions and regulations.*

*I am the property owner and accept financial responsibility for any damage due to the work performed, including the sprinkler systems, storm water system, green space, or community property. I also assume responsibility to clean up the work area during and after construction and make any repairs necessary. As a courtesy and a duty, I have notified my adjacent neighbors of my Architectural Change Request scope of work.*

*I acknowledge the Architectural Change Request approval process may take 30 days or longer. Work shall not begin until written approval is provided by the CAM. Any changes or modifications made to an approved Request are subject to removal at the homeowners' expense.*

*I have included a Plot Plan marked showing area(s) where plants/trees are being removed and showing where new/replacement plants/trees are being installed; Landscape Planting Description (including proper Latin genus and/or species name); Estimate showing scope of work to be done (with costs blocked out); License-Proof of Competency; Proof of General Liability Insurance; and Proof of Workers Comp Coverage or Exemption.*

**STIPULATIONS**

*When applicable, I agree my new trees and plants are my ongoing maintenance and replacement responsibility. I also understand reconfiguration of the irrigation zone piping for lanai extensions, trees and bed extensions is included in my cost to complete this property modification.*

**HOMEOWNER ACCESS PERMISSION for Contractor Ingress / Egress:**

*If my contractor must use a portion of my neighbor's lot for construction work, equipment transport or materials delivery access, my neighbor agrees to the use of their property providing I make all remedial repairs and they have signed this Architectural Change Request granting access permission.*

**VILLA ROOFS**

*Modification of the roof for antennas, solar panels, skylights, or similar equipment is the responsibility of the homeowner for leaks and removal prior to shingle life-cycle replacement by the Association. Any damage caused to the roof of the adjoined villa and/or either adjacent homeowners dwelling shall be the responsibility of the homeowner that submitted the Architectural Change Request.*

**INSTRUCTIONS**

1. Architectural Committee (AC) members are available to pre-check all Requests for completeness prior to the homeowner sending the original completed Request with all required attachments to the Community Association Manager's office for filing. Paper Request submissions are not acceptable. AC members will assist in creating a (.pdf) scan file for your submission. If your Request is not approved and you wish to appeal, refer to Article XIX, Section 9 of the Declaration of Covenants and Restrictions.
2. Email Architectural Change Request documents shall be submitted as one scan file using an Adobe (.pdf) format. Any Request updates with new or revised document pages shall be resubmitted with all pages using a single (.pdf) file keeping the same original file name. Email Request submittals with individual page files are not acceptable.
3. On-line Architectural Change Request submittals if available may attach their individual support document files separately in a (.pdf) format.
4. REQUEST FORM CLARIFICATIONS
  - a. The Property Modification check boxes and scope of work denotes the required supporting documents of the Forms Checklist. Any project requiring multiple contractors shall be submitted as separate Architectural Change Requests.
  - b. The contractor's proposal / estimate sheet shall show the detail of style, materials, quantity, colors, dimensions, and the proposed placement of the project in relation to your property lines and dwelling. All costs may be redacted from the submitted copy. The Boundary Survey (plot plan – which can be found on the HOA website) will be required for landscape changes, lanai extensions, pools/spas, driveway widening and similar lot projects. The home floor plan may be used as a plot plan to identify the location of dwelling modifications such as landscaping, storm shutters, skylights, doors, windows, antennas, and similar projects.
  - c. Contractor's general liability and workers' compensation insurance certificate shall cover the time of the construction work. Insurance certificate must also show the homeowner's name and address as a *Certificate Holder*. Include the contractor's current business license and/or trade licenses as required.
  - d. Contractor must comply with Hillsborough County building codes. Avoid inconvenient and potentially dangerous interruptions to your and your neighbors' services, by calling 811 before you dig. By law, prior to any digging, the excavator must notify the Sunshine One-Call Center at 811 during normal business hours, excluding holidays to have utility lines marked. The Sunshine One-Call law applies to everyone, including home owners, who may be digging for landscaping or any other excavation activities.
  - e. Submitted drawings for a pool and/or spa must show the proposed location of the pump-water conditioning equipment with the measured distance (in feet) such equipment will be from the adjacent neighbor's lanai. Please notify your neighbor of the proposed location of any such equipment.
  - f. HOMEOWNERS' ACCESS PERMISSION for Contractor's work: If your contractor must use any portion of a neighbor's lot or easement for ingress and egress, obtain prior permission from the affected neighbor and have them sign this Request form. Please include their street numbers.
  - g. Any property modification affecting the irrigation system will be the homeowner's responsibility to cap off supply lines before construction and to reinstall new zone supply lines and sprinkler heads after all project work is completed.
  - h. All homeowners shall submit a separate AC Painting Form for any exterior painting.

**DO NOT SUBMIT THIS PAGE WITH YOUR REQUEST**