



## Architectural Control Application Checklist

Owners may use this checklist as a tool to help ensure they have included all requirements in their ACC applications.

- Application fee (by check or money order)
- Type of request (house painting, roof replacement, exterior modifications/upgrades, fencing, etc.). This is a narrative description of the work applied for.

### If painting house, include:

- Paint sample book number (#1 or #2)
- Paint sample book sheet number containing the paint samples (list sheet number, not page number – there are two pages per sheet, both are currently unnumbered)
- Paint manufacturer and color code (such as “SW 3023”) or copy of the actual book sheet along with paint chips or color swatches
- Photo view of the house from the street
- Name of company performing the work

### If replacing / erecting fencing:

- Color copy of manufacturer’s photograph / advertisement depicting the fence
- Copy of your lot survey identifying where the fence will be located, including setbacks
- Name of company performing the work

### If replacing roof (not including a simple roof repair):

- Manufacturer’s tile model, style, and color numbers
- Color samples of tile color
- Color photograph of house and current roof taken from across the street (to accurately depict the current color combination)
- Name of company performing the work

### If adding or making a major modification to a house or landscaping:

- Copy of property survey-plat showing footprint(s), dimensions, setbacks, landscaping, etc. to be modified
- Working drawings/elevations; photograph(s) of physical area or feature to be modified
- Copy of contractor’s estimate or work to be performed which will show details / measurements
- Name of company performing the work

**WEST MEADOWS PROPERTY OWNERS ASSOCIATION, INC.  
ARCHITECTURAL CONTROL APPLICATION**

Provide (attach) one complete set of ACC submission documents and a check in the amount of \$25.00. For fencing include a foot print (perimeter drawing including dimensions) of the proposed fence on a copy of the survey-plat that you received at closing. For fencing also include a brochure photo of the proposed fence. For exterior re-painting please provide color chips or swatches. Checks for fees accompany the application and are made payable to: West Meadows POA and mailed to the address shown above.

The undersigned owner seeks approval of the Architectural Control Committee for the following:

- \_\_\_\_\_ ADDITIONS/ALTERATIONS OF EXISTING STRUCTURE AND/OR PROPERTY
- \_\_\_\_\_ ROOFS (please include a photo of your current roof/house & include a color photo of the proposed shingle color)

The undersigned owner submits the following in support of this application:

- \_\_\_\_\_ A COPY OF THE PROPERTY SURVEY-PLAT SHOWING FOOTPRINT/S, DIMENSIONS, SETBACKS, LANDSCAPING, ETC
- \_\_\_\_\_ WORKING DRAWINGS/ELEVATIONS
- \_\_\_\_\_ PAINTING – SUBMIT THIS PAGE, PAINT SUPPLEMENT (ON BACK) ALONG WITH PAINT CHIPS OR COLOR SWATCHES.

NARRATIVE DESCRIPTION OF WORK APPLIED FOR: \_\_\_\_\_  
\_\_\_\_\_

WHO WILL PERFORM THE WORK? \_\_\_\_\_

The undersigned property owner hereby acknowledges and agrees that he/she shall be solely responsible for determining whether the improvements, alterations described herein comply with all applicable laws, rules, regulations, codes, and ordinances; including, without limitation, zoning ordinances, subdivision regulations, and building codes. The Architectural Control Committee shall have no liability or obligation to determine whether such improvement/s, alteration/s, and/or additions comply with any such laws, rules, regulations, codes or ordinances.

I agree not to begin property improvement(s) until the Architectural Control Committee (ACC) notifies me in writing of its approval. If any change is made that has not been approved, the Committee has the right to require me to remove the unapproved improvement from my property. In the instance of exterior repainting, I certify that the colors referenced in this application are taken from the Paint Color Selection Book located at the Community Club.

SIGNATURE OF OWNER: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ TELEPHONES: cell # \_\_\_\_\_ home # \_\_\_\_\_  
(in case the ACC has questions)

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**ARCHITECT'S and/or ACC'S COMMENTS:**

\_\_\_\_\_ APPROVAL                      \_\_\_\_\_ DISAPPROVAL

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DATE    ARCHITECT    BOARD OF DIRECTORS  
(OVER)

# HOUSE PAINTING SUPPLEMENT

Color selections and combinations are limited to those shown in the West Meadows Paint Color Book which can be viewed at the Community Club, 8401 New Tampa Blvd., Tampa, FL 33747

Provide color chips or samples and number them to correspond with the descriptions below:

#1 Main House Area – Color to be used on stucco or block exterior walls, including gable ends and garage doors.

#2 Trim Areas – Color for gutters, fascia, entry doors, and soffit. Can include painted gable ends and trim around garage door/s, windows, corner trim and other horizontal surfaces.

#3 Accent Areas – Color for fascia, shutters, entry doors, trim around garage door/s or entry doors, trim around windows, planter boxes and other architectural details.

## COLORS

	NAME OF COLOR	FINISH FLAT, SATIN, SEMI-GLOSS	MFG & NUMBER
#1 Main House Area	_____	_____	_____
#2 Trim Areas	_____	_____	_____
#3 Accent Areas	_____	_____	_____

*Most paint manufacturers include a paint ID Number on their color samples. Please provide this number whenever possible.*

**STAPLE NUMBERED SAMPLES/CHIPS IN THE AREA BELOW**

This application may require personal identifying information. To the extent you are providing personal identifying information to the Association herein, unless you make arrangements in writing with the Association otherwise, you are giving express consent to the Association to disseminate such information to third parties, including other members, without further consent.

REV. 04/24/14