

MARSALA AT TIBURON HOMEOWNERS ASSOCIATION, INC.

Architectural, Landscape and Design Review Committee

Application

**Exterior Modification/Additions to Residences, Sites
and
Residential Painting**

Completion of this Application is required as provided in the Marsala Declaration of Covenants, Conditions and Restrictions and Design Guidelines.

The Marsala at Tiburon Architectural, Landscape and Design Review Committee is charged with the responsibility of processing and reviewing all applications filed as well as the responsibility of making a recommendation to the Board for approval, approval with modification(s) or disapproval. The Application and supporting documentation is to be filed with the Chairman of the Committee along with as many duplicates as required for review by all Committee members.

I. Owner's Information:

Owner's Name: _____
Property Street Address: _____ Marsala Way, Naples, FL 34109
Mailing Address: _____
Telephone Number: _____
Alternate Telephone Number: _____
Email Address: _____

II. If applicable, provide the architect's contact information:

Name: _____
Address: _____
Telephone Number: _____
Email Address: _____
License Information: _____

III. If a building or electrical permit is required by Collier County, provide the builder/contractor's information requested below:

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

- Attach a copy of the Builder/Contractor's License
- Attach a copy of the Builder/Contractor's Proof of Workmen's Compensation and Liability Insurance with the effective date.
- If Collier County building permits are required, attach a copy when posted on your property.

IV. In the space below provide a detailed description of the proposed modification project for the residence or site including plans and specifications of all materials, plants and paint colors to be used.

- **For Exterior Modifications/Additions to Residences and Site Modifications including but not limited to replacement of windows, doors, garage doors, pavers and generators**, include a sketch of the proposed project and a complete description of the construction materials to be used including product brochure, manufacturer's specifications, and colors.
- **For Exterior Painting**, specify which areas are being painted (house, doors, garage doors, trim, etc.). Provide the name of the paint manufacturer and manufacturer's color number and specify which area is being painted which color. Provide a sketch if multiple areas are being painted.
- For **Landscaping Modifications** provide a sketch of the site showing the landscaping design with names of plants that will replace existing plants.

The committee may require additional documentation. Approval by the Committee and/or Board means that the plans and detailed description meet the requirements of the Declaration and/or Design Guidelines. It does not mean that the Committee or Board certifies structural integrity. Owners may need to secure a building permit and inspection for certain modifications to the residence and/or site.

I/We, the undersigned applicant(s) certify and represent as follows:

- I/We are the legal owners of the above-described property.
- I/We agree that the project will be commenced and completed in accordance with dates submitted; that work will be done by appropriately licensed and insured contractors; and that the required Collier County inspections, if required, will be made. I agree to secure a copy of the contractor's license and an original certificate of insurance and submit the documents with this application if the proposed project requires a Collier County permit.
- Upon approval, I/We agree to notify the HOA of any revised construction schedule and project completion date.
- I/We agree that I will comply with all State and County building code requirements, obtain a license/permit if required for my particular modification and post said license/permit.
- I/We agree to submit to inspections by government inspectors and the HOA to determine that construction has been completed in conformity with the approved application and the premises left in good condition.
- I/We understand and agree that no modifications to approved plans can be made without resubmission and the approval of the Committee and Board.
- I/We acknowledge that the HOA does not in any way endorse contractors or vendors for work performed within the community.
- I/we accept and acknowledge that the responsibility for maintenance, upkeep, etc. of the improvement/modification shall be that of the Owner(s).
- I/We understand that all work and the consequences thereof are solely at our risk and expense. I/We hold the HOA and Board

harmless as to any consequences resulting from this process for approval. I acknowledge that HOA Board approval does not constitute a representation or warranty of the quality of the work performed and that I am solely responsible for determining that the contractor's performance is satisfactory.

- I/We agree that the Committee and Board have made no representation, either express or implied, regarding this application.

I have read and agree to all of the provisions and conditions listed above and agree that the Marsala at Tiburon Declaration of Covenants, Conditions and Restrictions and Design Guidelines shall be binding and controlling.

If this Application is for new residential construction, I understand that the additional forms and documentation submissions set out in the Design Guidelines and Appendices are required to be filed in addition to this application.

AGREED:

Owner: _____

Date: _____

Owner: _____

Date: _____

For Committee/Board Use Only In Modification Requests

For Modification Requests Only

Submittal Requirements Checklist:

_____ Completed, Signed and Dated Application

_____ Sketch or Copy of Plans for Proposed Project

_____ Specifications of Materials – samples of product or brochure with manufacturer’s specifications

_____ Proof of Contractor/Builder’s License, Workmen’s Compensation and Liability Insurance

_____ Date Application Submitted

_____ Date of Committee Review

Committee Decision

_____ Approved as Submitted

_____ The Application is Approved Subject to Modification(s) Listed

_____ The Application is Disapproved for the Reason(s) Listed

_____ Date of Committee Decision

Committee Representative: _____ (Signature)

Date: _____

Board Decision

_____ Approved as Submitted

_____ The Application is Approved Subject to Modification(s) Listed

_____ The Application is Disapproved for the Reason(s) Listed

_____ Date of Committee Decision

Board Representative: _____ (Signature)

Date: _____