



Date first submittal _____
Date resubmittal _____
No. of resubmittals to date _____

## Sterling on the Lake Community Association, Inc. Application for Modifications

Please **submit 2 (two) complete packages** including this form and any other required information.  
 The DRC has **30 (thirty) business days to approve or deny** this modification request.  
 Fines per the Fining Policy will be charged if the modification is carried out without approval.

*Please provide all information necessary to evaluate your request thoroughly and quickly.*

**Must be submitted no later than 6pm Friday, \_\_\_\_\_ prior to the next DRC meeting held Tuesday, \_\_\_\_\_.**

Date \_\_\_\_\_ Lot/Pod # \_\_\_\_\_

Homeowner \_\_\_\_\_ Phone # \_\_\_\_\_

Property Address \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Modification \_\_\_\_\_ If new homeowner, closing date \_\_\_\_\_

Please provide a brief description as to the nature and location of modifications. (If applicable, include a site plan showing the house placement, dimensions, and location of proposed modifications as well as any drawings, pictures, catalogue cutouts, samples, etc.)

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Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

**\*All modifications must be completed within 120 days from the start date** unless otherwise noted on an approval letter. Otherwise modifications must be resubmitted.

Permission is hereby granted for members of the Design Review Committee and Modifications Committee and appropriate Sterling on the Lake representatives to enter the property to make reasonable inspection of the modification and its location.

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only

Date Received \_\_\_\_\_

 VMS

 Agenda

Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_

 SmartWebs

 90 Checklist

**DETAILED CHECKLIST FOR PROPERTY MODIFICATION SUBMITTAL**

**CHECK ALL ITEMS INCLUDED**

<p align="center"><b><u>FENCING (\$75)</u></b></p> <p><b>REFER TO DESIGN GUIDELINES FOR APPROVED FENCE STYLE BY POD</b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site plan or drawing of fence location with dimensions.</li> <li><input type="checkbox"/> Fence material and fence type.</li> <li><input type="checkbox"/> Site plan or plat map.</li> <li><input type="checkbox"/> Column information.</li> <li><input type="checkbox"/> Gate locations.</li> </ul>	<p align="center"><b><u>EXTERIOR PAINTING OR ROOF COLOR CHANGE (\$75)</u></b></p> <p align="center"><i>ONLY NECESSARY IF CHANGING CURRENT COLORS</i></p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Paint color chips, marked with coverage area/items that include: 1) BODY (siding), 2) TRIM and 3) ACCENT (front door, shutters, etc.).</li> <li><input type="checkbox"/> Roof sample color (Roof shingle per DRC specification) and picture of house.</li> </ul>
<p align="center"><b><u>PLAY EQUIPMENT &amp; HOT TUBS (\$75)</u></b></p> <p align="center"><b>MUST HAVE MINIMUM VISUAL IMPACT ON ADJACENT PROPERTIES AND MAY REQUIRE SCREENING</b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Size and sketch/photo.</li> <li><input type="checkbox"/> Construction materials.</li> <li><input type="checkbox"/> Location map with dimensions (setback and height).</li> <li><input type="checkbox"/> Screening materials (if required) to be shown on location map</li> </ul>	<p align="center"><b><u>DECK &amp; PORCH &amp; SHADE STRUCTURES (\$75)</u></b></p> <p align="center"><b>DECKS MUST BE CONSTRUCTED OF WOOD OR MATERIAL SIMILAR TO THAT OF THE HOME. PORCHES MUST BE PAINTED OR STAINED TO MATCH EXISTING MATERIALS ON THE HOME.</b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drawings or plans with dimensions.</li> <li><input type="checkbox"/> Construction materials and colors.</li> <li><input type="checkbox"/> Site plan detailing location with dimensions (not to extend past the sides of home).</li> </ul>
<p align="center"><b><u>PERMANENT BASKETBALL GOAL (\$75)</u></b></p> <p align="center"><b>MUST HAVE MINIMUM VISUAL IMPACT ON ADJACENT PROPERTIES AND MAY REQUIRE SCREENING</b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Picture and description of goal.</li> <li><input type="checkbox"/> Site plan or drawing detailing location.</li> <li><input type="checkbox"/> Screening materials (if required) to be shown on location map.</li> </ul>	<p align="center"><b><u>BUILDING ADDITIONS</u></b></p> <p align="center"><b><u>(\$100 REVIEW FEE &amp; \$2000 REFUNDABLE DEPOSIT)</u></b></p> <p align="center"><b>MATERIALS USED MUST MATCH EXISTING MATERIALS OF THE HOME.</b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site plan with the addition location detailed on the plan.</li> <li><input type="checkbox"/> Construction drawings (floorplan and elevations).</li> <li><input type="checkbox"/> Erosion control plan.</li> </ul>
<p align="center"><b><u>FRONT DOOR REPLACEMENT OR STORM DOOR ADDITION (\$75)</u></b></p> <p align="center"><b>STORM DOOR MUST BE FULL GLASS (SCREENING NOT PERMITTED)</b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Picture with description of replacement/storm door</li> <li><input type="checkbox"/> Size, color and hardware detail</li> </ul>	<p align="center"><b><u>SWIMMING POOL</u></b></p> <p align="center"><b><u>(\$100 REVIEW FEE &amp; \$2000 REFUNDABLE DEPOSIT)</u></b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans or drawings of pool/pool deck with dimensions</li> <li><input type="checkbox"/> Site plan or plat map detailing location with dimension to property line.</li> <li><input type="checkbox"/> Type of outdoor lighting to be utilized.</li> <li><input type="checkbox"/> Landscape plan and equipment location plan</li> <li><input type="checkbox"/> Erosion control plan</li> </ul>
<p align="center"><b><u>PATIO /WALKWAY/CURBING/DRIVEWAY (\$75)</u></b></p> <p align="center"><b>MUST HAVE MINIMUM VISUAL IMPACT ON ADJACENT PROPERTIES AND MAY REQUIRE SCREENING</b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lot survey or plat map detailing location.</li> <li><input type="checkbox"/> Construction materials and colors.</li> <li><input type="checkbox"/> Drawings or photos project design.</li> <li><input type="checkbox"/> Landscape Plan for Driveway Extensions</li> </ul>	<p align="center"><b><u>LANDSCAPE MODIFICATIONS (\$75)</u></b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lot survey or plat map including landscape plan.</li> <li><input type="checkbox"/> List/pictures of plant materials to be installed.</li> <li><input type="checkbox"/> List/pictures of additional features or ornaments.</li> </ul>
<p align="center"><b><u>LIGHTING (\$75)</u></b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lot survey or plat map including lighting plan.</li> <li><input type="checkbox"/> List of materials to installed with light specification</li> </ul>	<p align="center"><b><u>MISC. ITEMS</u></b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lot survey or plat map including location of item(s) with dimensions.</li> <li><input type="checkbox"/> List of materials/pictures with specification.</li> <li><input type="checkbox"/> Explanation of non-standard request.</li> </ul>

\*Always include a site plan showing the house placement, dimensions, and location of proposed modification. \*This list is not intended to be exhaustive. Fees not listed will be determined on a case-by-case basis.