

ALTERATION APPLICATION
The Heights Community Association, Inc.

OWNER(S) NAME: _____ DATE: _____

PHONE: _____ ADDRESS: _____ LOT #: _____

EMAIL: _____

Circle Type of Home Single Family Twin Villa Townhome

- You are responsible for obtaining any necessary permits from the appropriate Building Department(s).
- Access to areas of construction is only allowed through your property and you are responsible for any damages done to the common areas during construction.
- Deposits are required for any modification that has potential to impact site drainage, elevation or grade. Deposit amount will vary, based upon improvement, but will not exceed the amount set forth in the Declaration of Covenants, Conditions and Restrictions and Easements for the association.

ALTERATIONS THAT REQUIRE A SURVEY TO BE PERFORMED AFTER COMPLETION:

Approval is hereby requested for the following modification(s), addition(s), and/or alterations as described below and on attached pages. (Check all that apply)

Modifications below as well as any modification that utilizes heavy equipment to cross curb, sidewalks common area or travel between adjoining lots, require a \$5,000.00 Deposit to be held until alteration is complete and verified compliant.

☐ Exterior Addition/ Modification ☐ Patio Extension/Addition ☐ Pool

Modifications below require a \$500.00 Deposit to be held until alteration is complete and verified compliant.

☐ Driveway Extension (Elbow Bumpout & Hammerhead) ☐ Gutters ☐ Wall/Fence Shade Tree Replacement
☐ Landscape Expansion/Additional beds ☐ Other (list below):

NOTE: If the above improvement has potential to impact the existing grade of the lot a new survey will be required after completion.)

ALTERATIONS THAT DO NOT REQUIRE A SURVEY TO BE PERFORMED AFTER COMPLETION:

Approval is hereby requested for the following modification(s), addition(s), and/or alterations as described below and on attached pages. (Check all that apply)

☐ Doors New ☐ Driveway Ext (Parallel side extension) ☐ Generator ☐ Hurricane Shutters
☐ Landscape Art (Beds Only) ☐ Paint exterior ☐ Roof Repair ☐ Satellite Dish
☐ Screen in existing Lanai ☐ Solar Collector ☐ Water Softener ☐ Outdoor Kitchen (contained in existing lanai)

PLEASE PROVIDE ANY ADDITIONAL DETAILS FOR THE TYPE OF ALTERATION AND THE TYPE OF MATERIALS TO BE USED OR INFORMATION REGARDING THE IMPROVEMENT:

THIS SECTION MUST BE COMPLETED

☐ The work will be performed by a contractor. (Please provide a copy of their license and proof of insurance.)

☐ The work will be performed by a homeowner. (Please read and initial statement below.)

_____ (Applicant initials) *The applicant a/k/a the homeowner holds the association and its management agent harmless in the event that the applicant plans on initiating and performing the improvements themselves.*

The Architectural Review Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance. IT IS UNDERSTOOD AND AGREED THAT **THE HEIGHTS COMMUNITY ASSOCIATION, INC., INC. AND TROON 11691 GATEWAY BLVD, SUITE 203, FORT MYERS, FL 33913**, ET AL, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS’ ASSIGNS, ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OF CHANGE AND ITS FUTURE UPKEEPAND MAINTENANCE.

Please refer to the **Application Process** and **Community Standards** for specifications of modification (i.e. size, color, type of material), requirements and any documentation required to ensure your application is complete prior to submittal.

All applications require a \$35.00 application fee made payable to The Heights Association. A separate check for any alteration that requires a refundable Deposit is due at the time of submittal.

Owner Signature_____ Owner Signature_____

FOR ARC/Management USE ONLY

Property Manager Signature _____

Reviewed Date: _____

Notes: