



Westchase Community Association, Inc. 10049 Parley Drive, Tampa, FL 33626

**ATTENTION: MODIFICATIONS COMMITTEE** Date: \_\_\_\_\_

The undersigned owner seeks approval as follows (refer to below and page 3 for required documentation):

DESCRIPTION OF ADDITIONS/ALTERATIONS: \_\_\_\_\_

**MUST INCLUDE:** LOT SURVEY (where needed); Architectural plans showing setbacks for exterior additions; Photos of current condition /location being modified; Brochures and pictures of current and requested items; Additional items as noted on page 3

**APPLICATION DUE:** No later Than Friday prior to Modification Committee meeting. Each individual modification request must be submitted on a separate application form.

**APPLICATION FEE \$160** – ONLY APPLIES TO HOME ADDITIONS/EXTENSIONS, POOL INSTALL; NEW SCREEN ENCLOSURES; SUNROOM CONVERSIONS & ANY OTHER APPLICATION REQUIRING ARCHITECT REVIEW (fee approved by Board of Directors)

**AGREEMENT OF OWNER:** The undersigned property owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvements, alterations or additions described herein comply with all applicable laws, rules, regulations, codes and ordinances including, without limitation, zoning ordinances, subdivision regulations, building codes, and rules or regulations of, as well as applicable plans on file with, the Southwest Florida Water Management District. The Modifications Committee shall have no liability or obligation to determine whether such improvements, alterations and additions comply with any such laws, rules, regulations, codes, ordinances or plans. I, the undersigned owner, agree to be solely responsible for ensuring my modifications comply with any such laws, rules, regulations, codes or ordinances. I agree to be responsible for any injury, damage, or loss arising out of my modifications, including, without exclusion, any impact my alterations have on surface water management. *I agree not to begin work on improvements until I am notified in writing of the approval of the Modifications Committee. I understand that all work must be completed within 60 days of approval by the Modifications Committee and any work that cannot be completed within 60 days of approval shall require additional approval. I understand the association manager may inspect my property following approval to ensure I have complied with all governing documents and any limitations or requirements specified below.*

\_\_\_\_\_  
WCA PROPERTY ADDRESS

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
NEIGHBORHOOD

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
E-MAIL

\_\_\_\_\_  
ACTION OF COMMUNITY DEVELOPMENT DISTRICT (CDD) and/or SUB-ASSOCIATION VILLAGE ARCHITECTURAL COMMITTEE (IF REQUIRED – **(Must Forward to Westchase Modifications Committee)**)

\_\_\_\_\_  
APPROVED

\_\_\_\_\_  
DENIED for the following reason(s): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ACTION OF WCA MODIFICATIONS COMMITTEE

\_\_\_\_\_  
APPROVED: \_\_\_\_\_

\_\_\_\_\_  
DENIED FOR THE FOLLOWING REASON(S): \_\_\_\_\_

\_\_\_\_\_  
MC Member Signature

\_\_\_\_\_  
MC Member Signature



Excerpt from Declaration of Covenants, Conditions and Restrictions for Westchase  
**ARTICLE XI – Architectural Standards**

**SECTION 1. Exterior Alterations and Modifications.** No construction, which term shall include within its definition staking, clearing, excavation, grading, and other site work; no exterior alteration or modification of existing improvements; no exterior painting; and no plantings or removal of plants, trees, or shrubs shall take place except in strict compliance with this Article, until the requirements set forth herein have been fully met and until the approval of the appropriate committee has been obtained pursuant to this Declaration. The Board of Directors may establish reasonable fees to be charged by the committees on behalf of the Association for review of applications hereunder and may require such fees to be paid in full prior to review of any application. All dwellings constructed on any portion of the Properties shall be designed and built in accordance with the requirements of the Hillsborough County Building Department. The Board of Directors shall have the authority and standing on behalf of the Association, to enforce in courts competent jurisdiction decisions of the committees established in Article XI.

(a) Modifications Committee

... The Board shall promulgate procedures governing the areas of responsibility and practice of the Modifications Committee, consistent with the Declaration. Procedures promulgated by the Board shall be published in writing. In addition, thereto, the following shall apply. Plans and specifications showing the nature, kind, shape, color, size, materials and location of such modifications, additions or alterations shall be submitted to the Modifications Committee for approval as to quality of workmanship and design and as to harmony of external design with existing structures, location in relation to surrounding structures, topography and finish grade elevation. The Modifications Committee shall have sole discretion and authority to approve or disapprove such plans and specifications. The Modifications Committee may consult with an architect, engineer, or similar professional, who shall be compensated for any professional services rendered, regarding the approval of any plans and specifications. Nothing contained herein shall be construed to limit the right of an Owner to remodel the interior of his or her Unit, or to paint the interior of his or her Unit any color desired; however, modifications or alterations to the interior of screened porches, patios and similar portions of a Unit visible from outside the Unit shall be subject to approval hereunder. In the event, the Modifications Committee fails to approve or disapprove such plans or to request additional information reasonably required within forty-five (45) days after receipt, the plans shall be deemed denied.

**EXAMPLES OF ITEMS REQUIRING MODIFICATION APPROVAL:**  
(See Documents for Further Information)

**Garages  
Porches  
Doors  
Room Additions  
Roofs  
Driveways**

**Fences  
Pools  
Screen Rooms  
Landscaping  
Gutters  
Playsets**

**Pavers  
Garden Border  
Solar Panels  
Painting  
Satellite Dishes  
Tree Removal**

*Modifications Committee applications must be completed in full and shall include the required documentation to be considered by the committee. Partially completed forms or the lack of proper documentation required may result in unnecessary delays.*

*Be sure to read your Declaration and Development Guidelines for a complete description of the Covenants, Conditions and Restrictions.*



**Sample List of Items Needed Per Modification Request (this list is not all-inclusive of every item needing permission – this is only a brief listing of those requested most often):**

- Painting – paint chips – or - paint numbers & strip numbers from color palette for body/trim/door/shutters. If painting garage or front doors the faux wood tones, application must include vendor contract specifically noting the 3-part paint process in addition to wood color selection.
- Roof Replacement – brochure or picture showing color and style of shingle/tile; manufacturer warranty info; product information on shingle/tile (dimensional fiberglass...); copy of roofing contract
- Pavers – brochure or picture showing color of paver; lot survey noting area to be done. (If doing sidewalk and apron, county or CDD permit is needed first.)
- Stamped Concrete – design and paperwork from contractor on work to be performed, along with color of stamped design; lot survey noting area in question. (If doing sidewalk and apron, county or CDD permit is needed first.)
- Fencing – contractor paperwork that specifies materials, height, style, and location; lot survey noting where fence will be installed.
- Playset – brochure of playset that shows dimensions and style of playset; lot survey that shows location on property – must note number of feet between playset and lot line; must include listing of trees or fencing that will be used to screen playset from public view
- Home Additions – contractor drawings for exterior only (do not include interior work); lot survey; county permits or variances if needed.
- Landscaping – list of approved plants and/or trees from approved list; lot survey or landscaper drawing noting location of proposed plantings.
- Tree Removal – reason for removal; county permit or a Certified Arborist certification if needed; photo of front yard that shows location and type of all existing trees; note the names of the existing trees in front yard ONLY; lot survey; if replacing tree(s), must include name/size of replacement tree.
- Gutters – contractor bid showing the style, color, size of gutters along with contractor drawing or lot survey noting proposed locations.
- Security Cameras – brochure or picture showing style of camera; lot survey noting locations of cameras; must include a count of total door entries along with photos of each point of entry.
- Pool – contractor drawing; lot survey noting location and distance from lot line.
- Satellite Dish – Dimensions of dish; lot survey noting location; if installing on pole in ground, must note what type of shrub/tree will be installed to screen from public view.
- New Door/Garage Door – brochure or picture showing style of door – if painting door, then select color from approved palette and note on application; if painting faux wood, include vendor contract verifying 3-part paint process and wood color selection.
- New Windows – brochure or picture showing style of windows; color of frames; size of windows; contract from vendor