

Landscaping/Property Alteration - Change Form

Owners Name: _____

Address: _____

Phone: _____ Email Address: _____

It is important to recognize that over the years many changes have occurred that changed the design flow of rain and flood water run-off. It is with this in mind that the residents are cautioned to use extreme care in making changes to the landscaped that might cause flooding or standing water on adjoining property. You will be held responsible for any harm caused by changes and could be required to put the property back to its original condition. Below are the rules for Landscaping in Cloverplace:

1. Architectural application with a diagram of design must be submitted to ACC committee for approval. Form is on website.
2. Survey or Site Plan: A scale drawing of the proposed improvement and its relation to the property lines and existing structures must be submitted with this form.
3. No more than 2 trees can be planted in front yard, unless it is a corner lot.
4. If planting new trees – Trees cannot be planted on a right-of-way/easement on property (15 – 20 feet from middle of road.)
 - a. Trees should not be close to the house, sidewalk or driveways.
 - b. Homes on corner lots cannot obstruct views of traffic for safety.
5. If doing any digging, utility companies must be called to mark lines and pipes.
6. Design/landscaping cannot intrude on neighbor's property line. Edging may need to be used to keep mulch or rocks from going into neighbor's yard.
 - a. Committee must know what type of plants will be planted.
 - i. They cannot be invasive plants. (Plants that are non-native or spread out of control.)
 - b. 40 to 50 percent of the yard must remain grass.
 - c. If you have a tree you can have noninvasive plants surrounding it with mulch and proper edging/boarder.
 - d. Owners cannot have hedges or trees along sidewalk.
7. If making changes to more than 30% of yard, a professional should be consulted to make sure water will be able to drain off properly.
8. Materials and Contractors: The contractors detail must be included along with method of installation and materials to be used. **NOTE:** If installing pavers on the side of the driveway, pavers cannot be wider than 18 inches and the color must conform to the color of the house.

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a) DESCRIPTION OF PROJECT:

b) MATERIALS:

c) ADDITIONAL INFORMATION:

9. Any alterations that require building permits should first be presented to county building and zoning departments for preliminary site approval. This county review does not constitute an approval on the part of Cloverplace Condominium Association, Ameri-Tech, Inc. or the Architectural Change Committee. The normal application will be the final word on any proposed alterations.
10. Owner agrees that no work shall commence until final written approval is received from Cloverplace. The approval/denial will be forthcoming no later than 30 days from acceptance of the properly prepared request. Any work performed prior to final approval is subject to rejection and demand that property be restored to its original state at the homeowner's expense.
11. Owners can refer to the Florida Friendly Landscaping guide for recommendations. It can be found online. Owners are responsible for maintaining all landscaping completed on their home. (Keep bushes and trees trimmed, grass mowed watered, leaves raked and mulch/rock beds free of weeds, leaves and sticks).
12. Although the community has had many room additions and patios added on during the past 20+ years, both legal and illegal, it does not set a precedent that allows future changes to the footprint of the property. The ACC, Board of Directors and Management will examine future requests with the best interest of the community in mind. Flooding, erosion, violation of neighbor's peace of mind, appearance of alteration, is just a few of the factors to be considered when reviewing requests.

Ameri-Tech Community Management
24701 US Highway 19 N Suite 102
Clearwater, FL 33763

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Name of Contractor: _____ Phone: _____

START DATE: _____ COMPLETION DATE: _____

Affidavit:

Owner acknowledges that all the stipulations in this request are understood and all of the data submitted is accurate and to scale.

Signature of Owner Date

_____ to be completed by the Architectural Committee and Association Manager _____

- Survey Site Plan Correct Scale Materials

Proper documents included: Yes No (date returned) _____

COMMENTS:

ACC and Community Association Manager: Approved Denied

_____ Additional Information Needed:

(Return this form to the *above* stated address or fax)