

REQUEST FOR DESIGN REVIEW

Portofino HOA and Pelican Preserve Community Assoc., Inc.

ALL ITEMS MUST BE SUBMITTED IN THEIR ENTIRETY OR THIS FORM WILL BE RETURNED

DATE:

Submit to: **Mike Knepper maknepper43@gmail.com**

After Portofino HOA approval, your request will be forwarded to the ACC

PROPERTY INFORMATION	
NEIGHBORHOOD: Portofino	OWNER NAME:
ADDRESS:	CONTACT PHONE:
E-MAIL:	FAX #:

BUILDER OR CONTRACTORS INFORMATION	
COMPANY NAME:	COMPANY ADDRESS:
CONTACT PERSON & BUSINESS PHONE:	COMPLETION DATE:
<input type="checkbox"/> BUSINESS LICENSE Attached	<input type="checkbox"/> CERTIFICATE OF INSURANCE INCLUDING WORKERS' COMP

<u>DETAILED DESCRIPTION OF WORK BEING DONE AND CHECK ALL THAT APPLY BELOW</u>	
<input type="checkbox"/> ADDITION(S) OR MODIFICATIONS TO AN EXISTING HOME A GRADING PLAN IS REQUIRED FOR ANY HOMES LOCATED ON A POND.	If modifying a structure, include site plans, floor plan, front /rear/ side elevations and roof plan. If landscaping is being removed / installed indicate on site plans well as changes to existing landscape.
<input type="checkbox"/> CHANGES TO landscape	Include planting plans of existing plants and proposed changes with plant list, types, quantities, sizes and common plant names.
<input type="checkbox"/> CHANGES TO EXTERIOR MATERIALS AND/OR COLOR	Consult the Portofino HOA sample book for approved paint colors.
<input type="checkbox"/> OTHER MODIFICATIONS OR ADDITIONS	INCLUDING, BUT NOT LIMITED TO, DECORATIVE ELEMENTS, LIGHT FIXTURES, FLOWER POTS, ETC. SUBMIT EXACT LOCATION ON "AS-BUILT" OR SURVEY INDICATING LOCATION AND MEASUREMENTS.

FOR OFFICE USE ONLY	
Portofino Signature & Date Approved Not Approved	ACC Signature & Date Approved Not Approved

***If the approved project is not completed within 120 days from the approval date, you will be required to submit a new application for review and approval.** Contact Mike Knepper at maknepper43@gmail.com for questions about your submission.