

Village Walk HOA of Naples, Inc.
REGULAR ARCHITECTURAL CHANGE APPLICATION

For review by the architectural control committee
Revised 7/15/2010

***Please submit the signed Application. Include (3) copies (Application and Attachments)
**Plot of Survey should accompany Application for landscaping and tree removal.*

(PLEASE PRINT)

DATE: _____

Name of Homeowner (Applicant)
Phone#: _____
(Daytime)

Address
Phone#: _____
(Evening)

Name of Secondary Homeowner (Applicant)
Phone#: _____
(Daytime)

Address
Phone#: _____
(Evening)

Primary Address, if different than above: _____

Description of Work: (Continue on another sheet of paper and include attachments if needed.)

Work to be performed by: _____

Additional Conditions of Approval: (For ACC Committee use only) _____

Approved by Landscape Committee and/or Agent of Village Walk: _____

ACC Member Signature _____ Approved Disapproved
ACC Member Signature _____ Approved Disapproved
ACC Member Signature _____ Approved Disapproved
ACC Member Signature _____ Approved Disapproved
ACC Member Signature _____ Approved Disapproved

Application Disapproved Because: _____

**I have read the CONDITIONS OF APPROVAL; understand them and agree to abide by them.
Applicant(s) understands that until approval is received from the ACC, no work will begin.**

Applicant's Signature / _____ / _____
Date **Secondary Applicant Signature / Date**

REGULAR ACC CONDITIONS OF APPROVAL

Application Deadlines: Non-Landscaping applications must be submitted to the Town Manager's Office by the Monday before the scheduled ACC meeting. Landscaping Applications must be submitted by the fourth Tuesday prior to the scheduled meeting to be reviewed by the Landscape Committee.

**A decision regarding your application may be expedited by your attendance at the meeting.

All Shutters NOT Listed on the Standard Architectural Application: Homeowner must meet all Federal, State, and local codes. The permanent hardware mounted on the house to secure the shutters may be white or match the color of the house.

Arbors – Criteria: Must be placed within the homes lot line and not on common property. Arbor cannot be any larger than 45" in width, 20" in depth and 84" in height. Color must be complementary to the color of the home.

Attached Hose Apparatus – Criteria: Attached hose reels must not be visible from the street.

Concrete Work: A \$500 deposit is required from applicant for any concrete work to cover debris removal and damage to common areas. **This includes: Installation of pool, patio slab, lanai, wall, or re-surfacing a driveway.** The check must be attached to the application and made out to Village Walk HOA of Naples, Inc. The **deposit is refundable** when the Town Manager confirms that the work is completed as approved and there has been no damage to any common areas.

Driveway Re-Surfacing: (Include: color sample and pattern/design) The color must match or be complimentary to the home and/or the roof tiles. Homeowner's signature on the application represents agreement to common area maintenance and indemnification and further acknowledges responsibility to make slip resistant any portion of the driveway that crosses any common area. (i.e.: sidewalk) **Major Renovations to Interior/Exterior of home.**

Driveways – Criteria: Any change to the surface of the driveway, other than upkeep and maintenance of existing surface, must be done with pavers. No painting or other resurfacing work is permitted.

Exterior Wall Decorations (Excluding walls inside screened lanai) – Criteria: Decoration cannot be hung on any wall of the home facing the street. Decoration can be no more that four (4) inches in depth and three (3) feet in diameter, length or width. Color of decoration must be complementary to the color of home. No live plantings, such as vines, can be grown on any walls of home or privacy walls dividing homes.

Fences – No fence of any height or style is permitted.

Fish Ponds – Criteria: Fish ponds must be located within homes real property line and not on any common area, County or zero lot line easements. Pond can not be visible from street and must be maintained to meet county health codes.

Gas and/or Propane Tanks – Criteria: Tanks can be no larger than 50 gal capacity. Tanks must be installed in accordance with all County and Fire codes and NPGA regulations. Tank must be located within the real property line of the home and screened with approved Village Walk plantings so tank is not visible from road or neighbors view.

Continued.....

Include information on existing plantings in area where changes are to be made and why you want to make these changes. No landscaping may encroach on neighboring properties or common areas. Berms/mounds are not allowed; plantings must be incorporated into existing mulched beds. Homeowners are responsible for notifying the Town Manager prior to commencing any **lot excavation** in order to **identify any irrigation or utility lines** in the path of the planned excavation.

Landscaping: *(Include a Plot of Survey showing location/dimensions and Landscaping Diagram to include identification of new plants to be installed)* A **\$500 deposit may be required for substantial landscaping changes** to cover debris removal and damage to any portion of the common areas to include irrigation, landscaped areas, utilities, sidewalks, and roads. The **deposit is refundable** when the Town Manager confirms that the work is completed as approved and there has been no damage to common areas.

Landscape Plantings – Criteria: Any additions, changes and/or removal of plants/trees must be approved first by the ACC. All plants selected for installation must be from the approved Village Walk Community Planting Guide. *Exception:* Annual flowers may be planted by the homeowner in the existing planting beds. However, the annual flowers must be maintained and removed when they reach the end of their life span. No artificial plants or flowers are permitted.

Landscape Lighting – Criteria: All lighting must be approved by ACC for location and must be maintained to standards as approved. Color of light fixtures must be Black or Dark Green.

Non-Oak Tree Removal and/or Replacement: *(Include a Plot or Survey of the location/dimensions)* Homeowners must comply with the Collier County Code Landscape Requirement. Neighbor’s signature is required before removing any trees that border the two properties in include trees in the easement, and next to the privacy wall.

Statues, Figurines and Pots – Criteria: Must be placed in mulched planting beds or on sidewalk within the homes lot line and not on common property. Items cannot be any larger than four (4) feet in height and two (2) feet in diameter. Color must be complementary to the color of the home. No fountains or birdbaths are allowed.

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**The Conditions of Approval** along with any **Additional Conditions** noted on the approved application, must be met by the homeowner(s).

**Please Note:** Homeowner has 6 months from date of approval to complete requested changes. If work is not finished by that time, applicant must re-apply or notify the Town Manager of circumstances causing the delay. *All required permits, if applicable, must be obtained and displayed by homeowner prior to the work being started. Contractor information (Certificates of Insurance for General Liability and Worker’s Comp., Collier County Contractor and Occupational Licenses) must be on file in the Town Manager’s Office prior to the start of work.*

**NOTICE:** If this request is disapproved by the ACC, the party or parties making such request may appeal in writing to the Board of Directors within thirty (30) days following the decision of the ACC. The Board shall have forty-five (45) days following receipt of the request for appeal to render its written decision. The Board may reverse or modify the ACC decision by a majority vote of the Board. The failure of the Board to render a decision within the forty-five (45) day period shall be deemed a decision in favor of the applicant.