

**Northton Grove Homeowners Association,
Incorporated**
ARCHITECTURAL REVIEW APPLICATION
Mail Application To: 11928 Sheldon Rd., Suite 101, Tampa, Florida 33626
Phone: 813-922-1339

Name: _____ Email Address: _____

Property Address: _____

Mailing Address: _____

Home Phone Number: _____ Work/Cell Phone Number: _____

An application requesting approval for any alteration which occurs outside the exterior walls of the dwelling **MUST BE ACCOMPANIED WITH THE FOLLOWING FOR CONSIDERATION:**

- Copy of the lot survey with the alteration(s) drawn on it
- Legible sketch and/or drawing indicating location, size and type of construction
- Contractor information
- Color swatches
- Pictures
- Materials
- Detailed description of the alteration

It is recommended that you review the Declaration of Covenants, Conditions and Restrictions provided for a complete description of your responsibilities regarding architectural review requirements. Please mail your completed application to **NewGauge Property Management** at **11928 Sheldon Rd. #101, Tampa, FL 33626** or you may submit your application via email to **Office@ngpcam.com**. You will be notified of the decision made by the Association and/or Architectural Review Board. Pursuant to the Declaration of Covenants, Conditions and Restrictions of your Homeowners' Association, your application process may take up to Thirty (30) days. Please plan accordingly.

If approval is granted, it is not to be construed to include approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or impairments. It shall be the sole responsibility of the owner to determine whether a permit is required. The Association and/or the Architectural Review Board shall have no liability or obligation to determine whether such improvement, alteration or addition complies with any applicable law, rule, regulation, code or ordinance.

Type of Alteration: Please Check One Per Application

☐ Fence ☐ Swimming Pool ☐ Patio ☐ Screen Enclosure ☐ Exterior Color
☐ Lawn Replacement ☐ Landscaping ☐ Lawn Ornament ☐ Other: _____

Description of the Alteration:

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, their hires and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. It is understood and agreed that the Homeowners' Association and NewGauge Property Management are not required to take any action to repair, replace or maintain any such approved change, alteration addition or any structure and other property. The homeowner and its assigns assume all responsibility and cost for any addition, change and it future upkeep and maintenance. The homeowner agrees not to commence with any change, alteration additions and/or improvements to the dwelling/lot as stated above until he/she has been notified by the Association or the Architectural Review Board of their decision. The homeowner further acknowledges that he/she are responsible for removing and resorting any alteration not approved by the Association or the Architectural Review Board to its original state.

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

- 1.) No work will begin until written approval is received from the Association. The modification must be completed within **six(6)** **months** from the date of approval. If the work has not been completed within six (6) months, then I must **Reapply** for approval.
- 2.) All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
- 3.) All work will be performed timely and in a manner that will minimize interference and inconvenience to other residents.
- 4.) I assume all liability and will be responsible for any and all damages to other lots and/or common areas, which may result from performance of this work.
- 5.) I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are associated with this modification.
- 6.) I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
- 7.) Upon receipt, NewGauge Property Management will forward the application to the Association. A decision by the Association may take up to 30 days, depending on the Association Documents. I will be notified when the application is either approved or denied.

ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THE ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS.

Signature of Owner: _____ Date: _____

Below is for Official Use Only

This Application is Hereby: ☐ Approved ☐ Denied

Date: _____ Signature: _____ Title: _____

Comment: _____

Date Received From Owner: _____ Given to Committee: _____ Mailed to Owner: _____