



Country Club/Edgewater Village (CEVA)
MODIFICATION REQUEST FORM

The deadline for submitting **completed** requests for Country Club/Edgewater is noon, the Thursday prior to the next meeting.

MUST BE SUBMITTED BY HOMEOWNER

****PLEASE SEE ATTACHED CHECKLISTS FOR THE SUPPORTING DOCUMENTATION REQUIRED****

MODIFICATION REQUESTS WILL NOT BE CONSIDERED WITHOUT COMPLETE DOCUMENTATION

Date: Property Address:

Name:
Village: Neighborhood:
Email Address:
Home Phone: Cell Phone:

MODIFICATION REQUESTS WILL NOT BE ACCEPTED FROM CONTRACTING PARTIES.

Modification Requested: *(Please provide as much detail as possible.)*

Estimated Completion Date:

Homeowner Signature:

All Required Documentation Submitted per Checklist: Homeowner Initials:

Complete Documentation Received (STAFF ONLY): Initials: Date:

FOR OFFICE USE ONLY

☐ Approved Lot #:

☐ Approved with Conditions VMS #:

☐ Denied Owner Notified: Copies Mailed:

Modification Committee Comments or Conditions:

Modification Committee Authorized Signature: **Date:**

****RESUBMITTAL IS REQUIRED IF WORK NOT COMPLETED WITHIN 6 MONTHS****

ceva.modifications@lwrtownhall.com

8175 Lakewood Ranch Boulevard Lakewood Ranch, FL 34202

Phone: 941-907-0202 Fax: 941-907-0272

FORM CONTINUED ON REVERSE SIDE

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Country Club/Edgewater Village (CEVA)

MODIFICATION REQUEST FORM

Most exterior changes require a Modification Request to be submitted and approved by the CEVA Modification's Committee or its' designee, **prior** to work being started. Please see below a checklist of documents required for common modifications. Kindly contact Town Hall or review your Homeowners' Manual for other types of modifications not listed. The Country Club/Edgewater deadline for submitting **completed** requests is noon, the Thursday prior to the next meeting. **Incomplete requests will result in a delayed decision.**

PLEASE CHECK OFF EACH ITEM FOR SUBMISSION ACURACY.

ADDITION TO HOME —

- ☐ Location of addition (drawn on survey site plan)
- ☐ Drawing of rear & side elevations
- ☐ Current sq. ft. and added sq. ft. (if applicable)
- ☐ Contractor spec. sheet
- ☐ Construction Permit (after concept approval)

See HOA Manual Pg. 27

AWNINGS/SHUTTERS —

- ☐ Brochure showing type of awning/shutters
- ☐ Brochure showing color samples
- ☐ Color photo(s) showing proposed location

See HOA Manual Pg. 21

Communication Devices (eg. Satellite, Ant.) —

- ☐ Location drawn on survey site plan
- ☐ Brochure showing device dimensions
- ☐ Confirmation of height and material

See HOA Manual Pg. 23

DECORATIVE ACCENTS (eg. Fountains) —

- ☐ Location drawn on survey site plan of intended location
- ☐ Brochure showing design and color
- ☐ Confirmation of height and construction material

See HOA Manual Pg. 23

DOORS (eg. Replace, Install, Screen, Storm) —

- ☐ Brochure showing design and color
- ☐ Color photo(s) *clearly* depicting house style

See HOA Manual Pg. 24

DRIVEWAYS/WALKWAYS —

- ☐ New location drawn on survey site plan (if applicable)
- ☐ Sample of pavers (preferred), or brochure
- ☐ Brochure showing color, texture, or pattern of overlay
- ☐ Color photo(s) *clearly* showing color of roof and house

See HOA Manual Pg. 25

FENCING —

- ☐ Location drawn on survey site plan
- ☐ Brochure showing material, design, and color
- ☐ Landscaping plan

See HOA Manual Pg. 25

GENERATOR (PERMANENT) —

- ☐ Location drawn on survey site plan
- ☐ Brochure showing design and decibel rating
- ☐ Landscaping or screening wall plan

See HOA Manual Pg. 23.

HURRICANE SHUTTERS/PROTECTION —

- ☐ Location(s) drawn on survey site plan
- ☐ Brochure showing design, color, and material

See HOA Manual Pg. 27

LAMP/COACH LIGHTS —

- ☐ Color photo(s) *clearly* showing location of lights
- ☐ Brochure showing design, dimensions, color of fixtures

See HOA Manual Pg. 27

LANAI EXTENSION —

- ☐ Survey site plan showing location(s), dimensions
- ☐ Drawing of rear and side cage elevations
- ☐ Spec. sheet showing material and color

See HOA Manual Pg. 27

LANDSCAPE CURBING/EDGING —

- ☐ Survey site plan showing intended location(s)
- ☐ Brochure showing material and color

See HOA Manual Pg. 34

LANDSCAPING (Plant Beds) —

- ☐ Survey site plan showing location and changes
- ☐ Color photo(s) *clearly* showing existing beds
- ☐ Species of tree(s)/palm(s) to be removed/planted

See HOA Manual Pg. 33

LANDSCAPING (Hedges) —

- ☐ Survey site plan showing intended location(s)
- ☐ Species of hedge plants to be planted

See HOA Manual Pg. 35

LANDSCAPING

(TREE/PALM REMOVE/REPLACE) —

- ☐ Survey site plan showing location(s) and easements
- ☐ Wide-angle color photo(s) *clearly* showing location
- ☐ Color photo(s) *clearly* showing full street front view
- ☐ Color photo(s) *clearly* showing damage (if relevant)
- ☐ Species of tree(s)/palm(s) to be removed/planted

See HOA Manual Pg. 36-38

PLAY EQUIPMENT

(eg. Swing set, Sports equip.) —

- ☐ Survey site plan showing intended location(s)
- ☐ Brochure or photo(s) of requested equipment
- ☐ Landscape plan showing intended screening plants

See HOA Manual Pg. 31

POOL INSTALLATION —

- ☐ Survey site plan showing location and dimensions of pool, lanai cage, and pool equipment
- ☐ Drawing of rear and side cage elevation
- ☐ Spec. sheet showing cage material and color
- ☐ Landscape plan showing intended screening plants

See HOA Manual Pg. 29

ROOF REPLACEMENT —

- ☐ Sample of selected tile (preferably) or brochure showing color, texture, and pattern of tile
- ☐ Color photo(s) *clearly* showing color/style of existing roof and house

See HOA Manual Pg. 29

SOLAR PANELS —

- ☐ Location drawn on survey site plan
- ☐ Signed "Installation of Solar Panels" form

See HOA Manual Pg. 30 and 64

TRELLIS/ARBOR/PERGOLA —

- ☐ Location drawn on survey site plan
- ☐ Statement of means of attachment to house
- ☐ Color photo(s) *clearly* showing color/style of house

See HOA Manual Pg. 34

****RESUBMITTAL IS REQUIRED IF WORK NOT COMPLETED WITHIN 6 MONTHS****

To obtain a copy of your survey site plan, please call, email, or visit: Manatee County Division of Records
Phone: 941-748-4501 x 6860 – Records@MyManatee.org – 1112 Manatee Avenue W., 2nd Floor, Bradenton, FL

RETURN ATTACHED MODIFICATION REQUEST FORM, CHECKLIST(S), AND SUPPORTING DOCUMENTATION TO:

ceva.modifications@lwrtownhall.com

8175 Lakewood Ranch Boulevard Lakewood Ranch, FL 34202

Phone: 941-907-0202 Fax: 941-907-0272