

## MODIFICATION REQUIREMENT CHECKLIST

**\*PLEASE BE ADVISED THE TYPE OF MODIFICATION WITH ASTERIKS WILL REQUIRE A COMPLETED CITY PERMIT APPLICATION FORM\***

*This checklist is to be used in conjunction with community guidelines. Residents are responsible for reviewing community guidelines for full compliance requirements.*

<p><i>City of Miramar Application Link: <a href="https://www.miramarfl.gov/151/Applications-Forms">https://www.miramarfl.gov/151/Applications-Forms</a></i></p>	<p><i>City of Pembroke Pines Permit Application Link: <a href="https://www.ppines.com/165/Applications-Forms">https://www.ppines.com/165/Applications-Forms</a></i></p>
<b>*AWNINGS*</b>	<b>GUTTERS</b>
<input type="checkbox"/> Official survey marking location & setbacks <input type="checkbox"/> Size, dimensions and sample of materials <input type="checkbox"/> Sample photo showing type and color <input type="checkbox"/> Current photo of the home front door/ garage door included <input type="checkbox"/> Current color scheme of the home	<input type="checkbox"/> Lot survey marking location of fascia gutters and downspouts <input type="checkbox"/> Color photo showing style, color and size <input type="checkbox"/> Color of Fascia gutters & Color of downspouts <input type="checkbox"/> Current color scheme of the home <p style="color: red; font-size: small;">*Application must show and state downspouts pointing away from neighbor's property</p>
<b>*ADDITIONS*</b>	<b>HOUSE PAINTING</b>
<input type="checkbox"/> Official survey marking location <input type="checkbox"/> Color photo of the home with front door and garage door included <input type="checkbox"/> Engineering plans  <input type="checkbox"/> City permit application (must not deviate from modification request) <input type="checkbox"/> Current color scheme (Most recent paint approval)	<input type="checkbox"/> Color scheme chosen as follows: <input type="checkbox"/> Paint House SL (Scheme) Body, Bands, Fascia <p style="color: red; font-size: small;">*All colors must be chosen from the approved universal color chart <a href="http://www.silvertakes.net">www.silvertakes.net</a></p>
<b>*CHARGING STATION (ELECTRIC VEHICLE)*</b>	<b>*PALM TREES, SWALE TREES*</b>
<input type="checkbox"/> Official survey marking location & Setbacks <input type="checkbox"/> Sample photo of charging station along with proposal <input type="checkbox"/> Current photo of the home front door/ garage door included	<input type="checkbox"/> Official survey marking location & Setbacks off all plants/trees/palms <input type="checkbox"/> Sample photo of plants/trees/palms to be planted with name(s) <input type="checkbox"/> If a palm is being replaced confirm if this is part of (3) Grouping <input type="checkbox"/> Current photo of the home front door/ garage door included <p style="color: red; font-size: small;">*Must show where current grouping of (3) palms are located on survey</p>
<b>*CHICKEE HUTS, TIKI HUTS &amp; GAZEBO*</b>	<b>*LANDSCAPING BORDERS (Max height 12in)*</b>
<input type="checkbox"/> Official survey marking location, setbacks and size <input type="checkbox"/> Sample photo showing style, color and size <input type="checkbox"/> Current photo of the home front door/ garage door included	<input type="checkbox"/> Lot survey marking location and setbacks of borders <input type="checkbox"/> Sample photo of borders, style, color and height (Max 12 inches) <input type="checkbox"/> Current photo of the home front door/ garage door included <input type="checkbox"/> Current color scheme (Most recent paint approval)
<b>*DECKS, DOCKS &amp; SEAWALLS*</b>	<b>LIGHTING</b>
<input type="checkbox"/> Official survey marking location & Setbacks <input type="checkbox"/> Current photo of the home front door/ garage door included <input type="checkbox"/> Sample photo of material to be used <input type="checkbox"/> Current color scheme (Most recent paint approval)	<input type="checkbox"/> Official survey marking location <input type="checkbox"/> Current photo of the home front door/ garage door included <input type="checkbox"/> Sample photo of the lighting to be used, including lumens & color <p style="color: red; font-size: small;">*Soffit Lighting may not be installed higher than 15ft (Soffit Lights must be installed at least 6ft Apart)</p>
<b>*DRIVEWAY- CIRCULAR *</b>	<b>*PATIO, SCREEN ENCLOSURE, FLAT ROOFS, PERGOLA*</b>
<input type="checkbox"/> Lot survey marking location, setbacks and radius <input type="checkbox"/> Contractor proposal <input type="checkbox"/> Color photo of the home front door/ garage door included <input type="checkbox"/> Contractor schematic (Hand drawn schematics are not acceptable) <input type="checkbox"/> Lot Survey must show where grouping of three palms is located / relocating City permit application (must not deviate from modification request) <input type="checkbox"/> Current color scheme (Most recent paint approval)	<input type="checkbox"/> Official survey marking location & setbacks Size, dimensions, slope, insulation and sample of materials Sample photo showing type and color <input type="checkbox"/> Current color scheme (Most recent paint approval)
<b>DRIVEWAY/WALKWAYS: *EXTENSIONS, PAVERS*, PAINTING</b>	<b>*POOL /POOL DECKING*</b>
<input type="checkbox"/> Lot survey marking location, setbacks and/or area to be painted, grouping of 3 palms <input type="checkbox"/> Scheme of the home AND color photo of the material being used <input type="checkbox"/> Current photo of the home front door/ garage door included <input type="checkbox"/> Color chosen for the driveway / extension (CODE & SAMPLE ARE REQUIRED) <p style="color: red; font-size: small;">Stepping Stones extension can only be installed on the side of driveway near walkway. Stepping Stones Do Not Require City Permit.</p>	<input type="checkbox"/> Official survey marking setbacks (Minimum of 5ft From All Property Lines) <input type="checkbox"/> Pool and Deck plans with proposal <input type="checkbox"/> Current photo of the home front door/ garage door included
<b>*FAUX WOOD (Front door and garage must both be faux wood)</b>	<b>*ROOF REPLACEMENT* ; ROOF STAINING</b>
<input type="checkbox"/> Official survey marking location of doors to be painted <input type="checkbox"/> Current photo of the home front door/ garage door included <input type="checkbox"/> Sample photo of faux wood color chosen	<input type="checkbox"/> Color Sample photo of roof chosen <input type="checkbox"/> Current photo of the home front door/ garage door included <input type="checkbox"/> SKU / Color chosen (Color code)
<b>*FENCING*, HEDGING</b>	<b>*SHUTTERS*</b>
<input type="checkbox"/> Lot survey marking location & setbacks of gate and or fence <input type="checkbox"/> Setback from the neighbor's front door (5ft minimum) <input type="checkbox"/> Color sample photo, showing gate, color, style & height <input type="checkbox"/> Color photo of the home front door/ garage door included <input type="checkbox"/> Mark gate location on survey along with the size of the gate being installed <p style="color: red; font-size: small;">SIDE BY SIDE FENCING IS NOT PERMITTED Setbacks must be written on the survey even if new fence is in the same location If you are installing a hedge, please provide a sample of the hedge &amp; name</p>	<input type="checkbox"/> Official survey marking location and setbacks of borders <input type="checkbox"/> Sample photo of shutters, showing style and color <input type="checkbox"/> Current photo of the home front door/ garage door included <p style="color: red; font-size: small;">Colors permitted are white and ivory</p>
<b>*FOUNTAINS, SCULPTURES, FLAGS</b>	<b>*OUTDOOR KITCHEN*</b>
<input type="checkbox"/> Official survey marking location & Setbacks <input type="checkbox"/> Sample photo showing style size etc. <p style="color: red; font-size: small;">Limit of 3 per property and they must not exceed 18 inches</p>	<input type="checkbox"/> Official survey marking location and setbacks of outdoor kitchen (Minimum 5ft from all property lines) <input type="checkbox"/> Sample photo of outdoor kitchen; showing style and color <input type="checkbox"/> Current photo of the home front door/ garage door included
<b>*FRONT DOOR, GARAGE DOOR*</b>	<b>*SOLAR PANELS*</b>
<input type="checkbox"/> Official survey marking location of the doors to be replaced <input type="checkbox"/> Current photo of the home front door/ garage door included <input type="checkbox"/> Sample photo of new door, showing style and color chosen <input type="checkbox"/> Current color scheme	<input type="checkbox"/> Official survey marking location of panels <input type="checkbox"/> Current photo of the home front door/ garage door included <input type="checkbox"/> Sample photo shows panel along with proposal
<b>*FRONT DOOR, GARAGE DOOR*</b>	<b>*WINDOWS (All window frames must match)*</b>
<input type="checkbox"/> Official survey marking location of the doors to be replaced <input type="checkbox"/> Current photo of the home front door/ garage door included <input type="checkbox"/> Sample photo of new door, showing style and color chosen <input type="checkbox"/> Current color scheme	<input type="checkbox"/> Official survey marking location of all windows to be installed <input type="checkbox"/> Sample photo showing style, color and size <input type="checkbox"/> Current photo of the home front door/ garage door included <input type="checkbox"/> Proposal

**\*IMPORTANT: ARE YOU SUBMITTING THIS APPLICATION DUE TO AN OPEN VIOLATION?**

YES

NO

OWNER NAME: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

SUB-COMMUNITY NAME \_\_\_\_\_

**ALL ITEMS LISTED ON THE REQUIREMENT CHECKLIST MUST BE PROVIDED ALONG WITH THIS FORM**

**1. Please provide a detailed explanation of the purpose of this request:**

**2. CURRENT COLOR SCHEME NUMBER OF MY HOME IS:**

**DO NOT WRITE: LIGHT BROWN, CREAM ECT PLEASE ENTER THE SCHEME # HERE >>  
IF YOU ARE UNSURE, PLEASE CONTACT MANAGEMENT**

A copy of your lot survey with the location of the proposed modifications "drawn to scale" indicating all setbacks from the property lines in a clear and legible manner. All information must be submitted before the committee reviews the request. Documents required for reviewing your Architectural Modification form (All documents must be submitted in PDF format)

1. A copy of your proposal, including specifications from the contractor scheduled to do the work.

2. If you are doing the work yourself, include a sketch or drawing of the modification.

Prior to submitting the request, please review the architectural standards and guidelines to ensure that your request meets all requirements.

**\*RESPONSES TO ALL REQUESTS WILL BE SENT BY MAIL WITHIN 45 DAYS FROM DATE OF SUBMITTAL\***

Submit this application along with your supporting document by visiting [www.PinesPropertyManagement.com](http://www.PinesPropertyManagement.com) and signing into your resident portal. If you are unable to sign into your resident portal, please contact the management company by emailing [support@pinespropertymanagement.com](mailto:support@pinespropertymanagement.com) and requesting a password reset.

For assistance or questions please contact our support team. Visit our website and chat with a live agent during regular business hours.

HOMEOWNER AFFIDAVIT

I have read & understand the Covenants and Restrictions of the SilverLakes Homeowner's Association and agree to abide by them. I have received a copy of the SilverLakes Modification Guidelines and have read and understand the requirements for the modification (s) I am applying for. I understand that approval is based on the Association's modification guidelines and will comply with the guidelines regardless of the marked modifications on the attached survey.

**I understand and assume full responsibility for the costs, liability, repair, upkeep, maintenance and/or replacement of any modification for which I am applying, in addition to any damage or action that may result from the approval of this request.**

**I further agree to indemnify and hold harmless SilverLakes Homeowners Association from any liability arising from any acts performed by me and/or any vendors and/or contractors I hire in connection with the modification(s) applied for.**

**I agree that all vendors and/or contractors I hire to construct the modification(s) applied for shall be fully licensed, bonded, and insured. Any documentation demonstrating such shall be available for review by SilverLakes Homeowners Association at their request.**

I understand, and, in return for approval, I agree to be responsible for the following:

An approval is only valid for ninety (90) days unless otherwise specified.

For all losses caused to others, including common areas, because of this undertaking, whether caused by me or others; You must obtain any permits required from the city, County, governmental agencies, etc.

You must remove all debris (concrete, fill, etc.) from around your home and re-sod any areas that are destroyed.

You are responsible for any damage that may be caused to the sidewalk or roadway from heavy equipment. You may not alter the drainage of your property or your neighbor's property.

The final inspection and approval of the association board after construction is completed. For any encroachment(s).

To comply with conditions of acceptance (if any); and

To complete the project according to the Association's guidelines. If the modification is not completed as approved, said approval can be revoked and the modification shall be removed by the owner at the owner's expense.

No changes may be made to the plans after approval without the prior written consent of the Association.

**WORK MAY NOT BE STARTED UNTIL AN APPROVAL LETTER IS PROVIDED TO YOU.**

WORK IS NOT ASSUMED COMPLETED UNTIL INSPECTED BY PROPERTY MANAGEMENT AND SIGNED FINAL CITY

PERMITS ARE RECEIVED. I also understand that the Architectural review committee does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; for soil corrosion of un-compactable or unstable soil conditions; for mechanical, electrical or any other technical design requirements for the proposed construction, alteration or addition; or for performance, workmanship or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Modifications Committee or Board of Directors. If the modification is not approved or does not comply, I may be subject to court action by the Association. In such an event, I shall be responsible for all reasonable attorney's fees.

The undersigned owner affirms that he/she has read and fully understands the Modification Guidelines and governing documents for the **SilverLakes Community Association** and agree to conduct all modifications in compliance with said guidelines.

**Homeowners Initials** \_\_\_\_\_

**Homeowners Signature** \_\_\_\_\_

**Date of signature** \_\_\_\_\_

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.