



**Homeowner's Association**

[www.bontanicalakeshoa.com](http://www.bontanicalakeshoa.com)

***Request for Architectural Review***

**DIRECTIONS:**

1. Complete all required information in this packet, attach any additional information requested on Pages 3, thru 6 for your project.
2. Provide Application Fee and Project Deposit:
  - a. Non-Refundable Application Fee: Minor Project: \$0.00 Major Project: \$100.00
  - b. Project Deposit: Minor Project: \$100.00 Major Project: \$4,900.00
    - i. Deposit check will be deposited and will be refunded to Homeowner upon completion of the project and inspection by the ARC. Homeowner is responsible for notification that the project has been completed and is ready for inspection.
3. Attach all required documents signed with pictures, licenses & insurance certificates with valid expiration dates. All applications shall be submitted to the Botanica Lakes Management Office.
4. Homeowner shall be responsible for preparation and submission of the application. Homeowner shall be responsible for receiving all vendor information prior to submitting the application.
  - a. Applications may be submitted:
    - i. Via Mail: 10300 Botanica Lakes Boulevard, Fort Myers, FL 33913
    - ii. Via Email: BOTLAKES@ciramail.com
    - iii. Via In Person: Clubhouse Office, Monday – Friday, 8:00am to 5:00pm
  - b. **All documents must be received by 12:00pm (Noon), Four (4) Business Days Prior to the scheduled ARC meeting.**

**HOMEOWNER INFORMATION**

(PLEASE PRINT CLEARLY)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Application Fee: Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Received On: \_\_\_\_\_ By: \_\_\_\_\_

Deposit Fee: Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Received On: \_\_\_\_\_ By: \_\_\_\_\_

**PROJECT CHECKLIST**

(PLEASE CHECK ALL THAT APPLY)

- |   |  |
|---|--|
| _____ 1. Driveway & Patio Extensions (Minor)                | _____ 8. Landscaping Alterations, Additions, or Removals (Minor) |
| _____ 2. Installation of Fence (Minor)                      | _____ 9. Painting House/Front Door (Minor)                       |
| _____ 3. Installation of Hurricane Shutters (Minor)         | _____ 10. Replacement of Doors/Windows (Minor)                   |
| _____ 4. Installation of Pool (Major)                       | _____ 11. Roof Replacement (Major)                               |
| _____ 5. Installation of Solar Panels (Minor)               | _____ 12. Tree Replacement (Minor)                               |
| _____ 6. Installation of Solar Tubes/Satellite Dish (Minor) | _____ 13. Room Additions (Major)                                 |
| _____ 7. Lanai Extension/Enclosure (Minor)                  | _____ 14. Other: _____   |

**Date of Application Submission:** \_\_\_\_\_

The Architectural Review Committee (ARC) meets once a month to review all applications that have been submitted. The meetings are held via Zoom as that allows the Homeowner an opportunity to attend the meeting, explain their project or projects in detail, and be available to answer any concerns or questions the Committee might have during the review.

The following pages lists all required documentation for each type of project, along with the associated fees and deposit. This should be used as a checklist to prepare your application. If the Committee requires more information about the project, they will request it during the meeting. The required insurance documentation the Committee requests, is to protect you, the Homeowner, in the case of damage to your property or lot, or in case of an injury. The Homeowner is required to be listed on the bottom of Certificate of Insurance as an "Additionally Insured". The Certificate of Insurance should be valid for the duration for the duration of the project.

The Committee will approve or deny the project during the ARC Meeting. You will receive an approval or denial letter from the Management Office between 24 – 48 hours after the meeting via the email provided on the first page of the Application. You must not initiate any work until you have received this letter.

- 
- Approved by Architectural Review Committee
  - Approved; with the following conditions: \_\_\_\_\_  
\_\_\_\_\_
  - Denied; sent to the Board for review, for the following reasons: \_\_\_\_\_  
\_\_\_\_\_
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**ARC Sign and Date**

**ARC Stamp**

All projects that are denied by the Committee will be forward to the Board of Directors for review during the next scheduled Board Meeting. If the Board of Directors overturns the Committee's decision, the Homeowner will be notified and an approval letter with be sent between 24 – 48 hours after the meeting via the email provided on the first page of the Application.

**Date of Application Submission:** \_\_\_\_\_

**Project Checklists:** *Please use the checklists below for each project to ensure all required documents are submitted along with the application. The list may not be inclusive and the Architectural Review Committee (ARC) reserves the right to ask for additional information. All documents must be received by 12:00pm (Noon), Four (4) Business Days Prior to the schedule ARC meeting.*

**1. Driveways & Concrete Patio Extensions**

- Survey of Lot, include the location of the proposed driveway with respect to the property lines and existing improvements.
- Types and colors of materials to be used, including pavers. Include paver pattern and colors.
- Samples of Brick Pavers to be used.
- Pictures of the front of the home and the existing driveway
- In required, proposed Landscaping Plan for any new landscaping around the driveway.
- Contractors License, for the Contractor performing the work
- Certificate of Insurance. Must include General Liability, Automotive Liability and Workers Compensation. The insurance must be valid for the duration of the project. The Homeowner must be listed as an additionally insured.
- If your irrigation will be affected, please include relocation plan on the survey. If your irrigation will not be affected, please note that in your application.

**2. Fences**

- Survey of Lot, include the location of the proposed fence with respect to the property lines and existing improvements.
  - i. All fences must have a minimum set back of 50-feet from the front property line of the Lot
  - ii. All fences must have a minimum set back of 20-feet from any lake or nature easement.
- Type of fence including materials, height, drawings, color, finish, decorative style and the location of gates (indicate if the gate will swing inward or outward).
  - iii. All fences shall be of aluminum rail fence type and be bronze in color.
- Contractors License, for the Contractor performing the work
- Certificate of Insurance. Must include General Liability, Automotive Liability and Workers Compensation. The insurance must be valid for the duration of the project. The Homeowner must be listed as an additionally insured.
- Proposed Landscaping Plan for landscaping around the fence
- Pictures of the backyard. If you have a preserve/ lake behind your lot, you will need to provide pictures.
- A permission letter from your neighbor(s) if access along the sides of the home will be required for materials and/or equipment.
- If your irrigation will be affected, please include relocation plan on the survey. If your irrigation will not be affected, please note that in your application.

**3. Hurricane Shutters**

- Type of shutters to be installed, roll down shutters or accordion. Include manufactures product data sheets with photos. Provide color and pattern information, preferably samples.
- Pictures of the home and windows where the shutters will be installed.
- Contractors License, for the Contractor performing the work
- Certificate of Insurance. Must include General Liability, Automotive Liability and Workers Compensation. The insurance must be valid for the duration of the project. The Homeowner must be listed as an additionally insured.

**Date of Application Submission:** \_\_\_\_\_

**4. Pools** *(It is recommended that you advise your insurance company of this addition)*

- The installation of a pool is considered a Major Project with the following fees:
  - i. Application Fee: \$100 Refundable Deposit: \$4,900
- Survey of Lot, including the location of proposed pool. Must include the location and distances to property lines and existing improvements.
- Plans and specifications provided by the Contractor including materials, locations, heights, colors, finish, and decorative style.
- Contractors License, for the Contractor performing the work
- Certificate of Insurance. Must include General Liability, Automotive Liability and Workers Compensation. The insurance must be valid for the duration of the project. The Homeowner must be listed as an additionally insured.
- Proposed Landscaping Plan for landscaping around the new pool and to hide any new pool equipment.
- Pictures of the backyard. If you have a preserve/ lake behind your lot, you will need to provide pictures.
- A permission letter from your neighbor(s) if access along the sides of the home will be required for materials and/or equipment.
- If your irrigation will be affected, please include relocation plan on the survey. If your irrigation will not be affected, please note that in your application.

**5. Installation of Solar Panels**

- Type of solar panels to be installed. Include manufactures product data sheets with photos. Provide color and pattern information. Include materials that will used to install solar panels.
- Pictures of the home and roof where the solar panels will be installed.
- Contractors License, for the Contractor performing the work
- Certificate of Insurance. Must include General Liability, Automotive Liability and Workers Compensation. The insurance must be valid for the duration of the project. The Homeowner must be listed as an additionally insured.

**6. Installation of Satellite Dish**

- Type of satellite dish to be installed. Include manufactures product data sheets with photos. Provide color and pattern information. Include materials that will used to install satellite dish to home.
  - i. All exterior mounted satellite dishes shall be less that 18-inches in diameter.
- Pictures of the home and roof where the solar panels will be installed.
- Contractors License, for the Contractor performing the work
- Certificate of Insurance. Must include General Liability, Automotive Liability and Workers Compensation. The insurance must be valid for the duration of the project. The Homeowner must be listed as an additionally insured.

**7. Lanai Screen Enclosures/ Lanai Extension** *(It is recommended that you advise your insurance company of this addition)*

- Survey of Lot, including the location of proposed screen enclosure. Include Plan and elevation views of screen enclosure. Must include the location and distances to proposed property lines and existing improvements.
- Plans and specifications provided by the Contractor including dimensions, height, screen roof type (i.e., mansard, gable or flat), location(s) of screen door(s) and accessories, such as kick plates. Include description of proposed type and color of screen materials, including, screening, aluminum framing, kick plates and glass.
- Contractors License, for the Contractor performing the work

**Date of Application Submission:** \_\_\_\_\_

- Certificate of Insurance. Must include General Liability, Automotive Liability and Workers Compensation. The insurance must be valid for the duration of the project. The Homeowner must be listed as an additionally insured.
- Proposed Landscaping Plan for landscaping around the new enclosure.
- Pictures of the backyard. If you have a preserve/ lake behind your lot, you will need to provide pictures.
- A permission letter from your neighbor(s) if access along the sides of the home will be required for materials and/or equipment.
- If your irrigation will be affected, please include relocation plan on the survey. If your irrigation will not be affected, please note that in your application.

**8. Landscaping Alterations, Additions or Removals**

- Survey of Lot, including the location of the proposed or existing plantings with respect to property lines and existing improvements.
- Drawings or sketch illustrating placement of proposed landscaping, to be included on the submitted survey.
- Description of proposed landscaping including type, height and quality of planting materials. Include pictures of location(s) of each planting area with pictures of the proposed plantings.
- Contractors License, for the Contractor performing the work
- Certificate of Insurance. Must include General Liability, Automotive Liability and Workers Compensation. The insurance must be valid for the duration of the project. The Homeowner must be listed as an additionally insured.
- If the homeowner is performing the work, the Homeowner will be required to complete the provided Homeowner Self-Affidavit of Work.

**9. Painting of House / Front Door**

- All paint colors to be used shall be from the Botanica Lakes approved color palette. Identify the colors below including the paint manufacturer, color name, and color number.
  - i. Existing Roof Tile Color: \_\_\_\_\_
  - ii. Proposed Wall Color: \_\_\_\_\_
  - iii. Proposed Trim Color: \_\_\_\_\_
- Provide paint color samples
- Pictures of the home (front, back, and all sides), identifying the locations to be painted for each color, including the front door and all sides of the home.
- Contractors License, for the Contractor performing the work
- Certificate of Insurance. Must include General Liability, Automotive Liability and Workers Compensation. The insurance must be valid for the duration of the project. The Homeowner must be listed as an additionally insured.
- If the homeowner is performing the work, the Homeowner will be required to complete the provided Homeowner Self-Affidavit of Work.

**10. Replacement of Doors or Windows**

- Provide type of doors or windows to be installed. Include manufactures product data sheets with photos. Provide color and pattern information.
- Pictures of the home, highlighted where the windows or doors will be installed.
- Contractors License, for the Contractor performing the work
- Certificate of Insurance. Must include General Liability, Automotive Liability and Workers Compensation. The insurance must be valid for the duration of the project. The Homeowner must be listed as an additionally insured.
- If the homeowner is performing the work, the Homeowner will be required to complete the provided Homeowner Self-Affidavit of Work.

**Date of Application Submission:** \_\_\_\_\_

### **11. Roof Replacement**

- A roof replacement is considered a Major Project with the following fees:
  - i. Application Fee: \$100 Refundable Deposit: \$4,900
- .Type of Materials to be used. Only approved roof manufacturers, types and colors from the Botanica Lakes approved color palette shall be used. See “*Roof Addendum*” for more information.
  - i. Roof Tile Type: \_\_\_\_\_
  - ii. Roof Tile Manufacturer: \_\_\_\_\_
  - iii. Roof Tile Style: \_\_\_\_\_
  - iv. Roof Tile Color: \_\_\_\_\_
- Pictures of the home (front, back, and all sides), including the existing paint colors of the home.
  - v. Existing Roof Tile Color: \_\_\_\_\_
  - vi. Existing Wall Color: \_\_\_\_\_
  - vii. Existing Trim Color: \_\_\_\_\_
- Contractors License, for the Contractor performing the work
- Certificate of Insurance. Must in include General Liability, Automotive Liability and Workers Compensation. The insurance must be valid for the duration of the project. The Homeowner must be listed as an additionally insured.

### **12. Tree Replacement**

- Survey of Lot, including the location of the proposed or existing trees with respect to property lines and existing improvements.
- Drawings or sketch illustrating placement of proposed landscaping, to be included on the submitted survey.
- Description of proposed landscaping including type, height and quality of planting materials.
  - i. No fruit bearing trees are allowed within the community.
- Include pictures of location(s) of each planting area with pictures of the proposed plantings.
- Contractors License, for the Contractor performing the work
- Certificate of Insurance. Must in include General Liability, Automotive Liability and Workers Compensation. The insurance must be valid for the duration of the project. The Homeowner must be listed as an additionally insured
- If the homeowner is performing the work, the Homeowner will be required to complete the provided Homeowner Self-Affidavit of Work.

### **13. Room Additions**

- A room addition is considered a Major Project with the following fees:
  - i. Application Fee: \$100 Refundable Deposit: \$4,900
- Survey of Lot, including the proposed addition and including distances to property lines and existing improvements.
- Architectural Drawings, including plan and elevation views.
- Types of materials to be used in the addition. Be specific and include photos.
- Provide exterior paint color and pattern information, preferably samples.
- Provide roof color verification, preferably with a sample. All roofing materials and colors must match the existing home. Include pictures of the home for verification.
- Pictures of the home (front, back and sides).
- Contractors License, for the Contractor performing the work
- Certificate of Insurance. Must in include General Liability, Automotive Liability and Workers Compensation. The insurance must be valid for the duration of the project. The Homeowner must be listed as an additionally insured



**Date of Application Submission:** \_\_\_\_\_

I have read, understand, and agree to abide by the Botanica Lakes Covenants and Restrictions, Bylaws and Rules & Regulations. In return for approval, I agree to be responsible for the following:

- All losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- Any encroachment(s);
- To comply with the conditions of acceptance (if any);
- To complete the project according to the approved plans;
- Homeowner further acknowledges that drainage swales have been designed and established between homes (side yard) to carry storm water off the lot and to maintain positive drainage away from home. The Association shall not be responsible for any effect that any proposed modification may have on drainage. The applicant shall be responsible for all associated costs.
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration. The Homeowner is responsible for completing modifications to any irrigation system prior to work being initiated. Modifications required are at the Homeowner's expense.
- Homeowner assumes maintenance responsibility for any new landscaping.
- The Homeowner is responsible for ensuring that all areas affected by the project construction (i.e. landscaping, irrigation, common areas, etc.) are restored to their original condition. The Homeowner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the Homeowner is responsible for all costs necessary for the HOA to properly restore the area.
- The Homeowner shall notify the Association, ARC, or Management Company within seven (7) days of completion of project, to schedule the final inspection of the project.

The Botanica Lakes Homeowners Association's Board of Directors, the Architectural Review Committee Members, or their representative and the Management Company will not be held responsible for any landscaping or damage caused by any Homeowner's vendors or Contractors pertaining to any installations made to said property.

The Association, Architectural Review Committee, or Management Company reserves the right to perform periodic inspections during the construction of the project and a final inspection after construction for compliance with the approved ARC application. At any time, the Association, Architectural Review Committee, or Management Company reserves the right to demand the modification, installation or construction be removed immediately, at Owner's expense, if said modification, installation or construction is not in accordance with the approved ARC application.

I also understand that the ARC does not review and assumes no responsibility for the compliance of proposed work with: any building codes; fire prevention codes; planning or zoning regulations; federal, state or local laws; or, the requirements of any other authority having jurisdiction. Moreover, the ARC does not review the performance, workmanship, or quality of work of any contractor. The Association reserves the right to request a copy of any Building Permit prior to or during construction of a project on said property. The Association reserves the right to request a copy of the final County/City Inspection Report and Certificate of Occupancy upon completion of the project.

I agree to abide by the decision of the Architectural Review Committee and/or the Board of Directors. If the modification is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

X:

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Homeowners Name

Signature

Date