



APPLICATION FOR ARCHITECTURAL MODIFICATION

Architectural Review Committee (ARC) approval must be received **BEFORE** any work commences. Submit completed form to VitaliaArc@CampbellProperty.com or mail/hand deliver to 11899 SW Apple Blossom Trail, Port St. Lucie, FL 34987. Please refer to the Declaration Section 24 and the Architectural Review Requirements (ARR) for additional information. Please allow up to 30 days for processing from the date a completed application is received. Login to www.VitaliaAtTraditionHOA.com for status updates on your application. Please note, status will show pending until final inspection is performed after completion of work.

Print Owner Name:	Email:
Street Address:	
Owner Signature:	Phone:

Check applicable box and describe below to identify requested modification(s), addition(s), or alteration(s)

<input type="checkbox"/> Additions	<input type="checkbox"/> Hurricane Shutters	<input type="checkbox"/> Screen Enclosure	<input type="checkbox"/> Pool/Spa
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Landscape Curbing	<input type="checkbox"/> Patio/Pavers	<input type="checkbox"/> Exterior Paint
<input type="checkbox"/> Doors	<input type="checkbox"/> Wall/Fence	<input type="checkbox"/> Solar Equipment	<input type="checkbox"/> Generator/Gas Tank/Water
<input type="checkbox"/> Yard Art	<input type="checkbox"/> Other (explain) _____		

PROJECT DESCRIPTION:

**OWNER CHECKLIST FOR SUBMISSION
REQUIRED**

- Include a copy of the **certified as-built survey** and **contractor plans** showing where the modification is located relative to the home, the property lines with dimensions, and describing access if though neighboring properties or common property of the Association.
- Include material samples, color information, photos, dimensions etc.
- Include Written Approval from CDD for pool installations (Applicable to homes located around preserves, wetlands or lakes)

RECOMMENDED

- Include a copy of contractor's certificate of Worker's Compensation insurance or exemption form.
- Include copies of current/valid contractors' licenses.
- Include Certificate of General liability Insurance from all contractors naming "Vitalia at Tradition Residents' Association, Inc. 11899 SW Apple Blossom Trail, Port St. Lucie, FL 34987" as additional insured.

-----BELOW IS FOR VITALIA OFFICE USE ONLY -----

Date Received/Scanned _____ Date Entered into TOPS _____ Date ACK Letter Sent to Owner _____

Date of V&V Initial Review _____ Recommended for APPROVAL DENIAL REQUEST FOR MORE INFO

Notes _____

Date of ARC Formal Review _____ APPROVED DENIED REQUEST FOR MORE INFO

Notes _____

Assigned to whom on ARC (Print Name) _____

Date Pre-Approval / Denial Letter Sent to Owner _____ Date Final Inspection Completed _____ Final Inspection Completed By (Print and Sign Names) _____

Date Final Approval Sent to Owner _____ Date Final Application Scanned/Filed _____

Addendum To Application & Construction Processes For Swimming Pools

1. Prior to preparing and submitting an Application for Architectural Modification for the construction of a swimming pool, **homeowners are required to**.
 - 1.1. Review the Architectural Review Requirements (ARR) and Stipulations for the construction of swimming pools. All swimming pools must comply with these documents.
 - 1.1.1. The documents can be found on the HOA website.
 - 1.1.2. If you have questions, please contact an ARC member(s) for clarification.
 - 1.2. Provide a copy of the ARR and Stipulations to your swimming pool contractor to ensure the contractor is aware of all the requirements as they prepare your construction documents and project bid. These documents may affect the planning, pricing, and construction of your swimming pool.
 - 1.3. The plans and specifications for swimming pools must include.
 - 1.3.1. A certified site survey showing the homeowner's property lines, existing structures, easements, site utilities, and the placement of new work.
 - 1.3.2. The construction documents must be accurately dimensioned.
 - 1.3.3. The construction documents must identify construction detailing, materials of construction, and colors.
2. If construction activities must encroach onto adjoining/neighbor property(s) (whether to move construction equipment, stockpile excavated materials, and/or stage construction materials) the homeowner must obtain written permission from the owner of the adjoining/neighbor property(s) affected.
 - 2.1. If construction must encroach onto an adjoining/neighbor resident's property, the homeowner must obtain a signed waiver from the neighbor. The waiver form can be found on the HOA website.
 - 2.2. If construction must encroach onto adjoining/HOA Common Property, the homeowner must obtain a signed waiver from the HOA Board of Directors. The waiver form can be found on the HOA website.
 - 2.3. If construction must encroach onto adjoining/CDD Property, the homeowner and/or contractor must apply and receive a permit from the CDD for temporary use of CDD property. CDD contact information can be obtained from Campbell Properties at the clubhouse.

properties must confirm and sign off on the fact their property has been restored to their satisfaction.

5.3. The site, sidewalks, and streets have not been damaged and have been cleaned.

5.4. After the ARC representative has inspected the work and confirmed the work to be in compliance, the project will be signed off as complete.

Addendum To
Architectural Review Requirements (ARR)
For Swimming Pools

1. **Swimming Pools/Spas** – All swimming pools and/or spas constructed or installed in Vitalia on residential lots must comply with the Architectural Review Requirements (ARR) and Construction Stipulations.
 - 1.1. Swimming pools must comply with all applicable Port St Lucie Building Codes, Tradition Planning Regulations, and Setback Requirements.
 - 1.1. Contractor signs are not allowed. The only allowable signage is the permit box required by the city. The permit box must be installed in a planting bed so as not to disrupt mowing and lawn maintenance. Permit boxes are not intended to be a billboard for contractors.
 - 1.2. Swimming pools must be located directly behind the home and may not extend beyond the width of the home.
 - 1.3. Swimming pools must be constructed of a material thoroughly tested and accepted by the industry for such construction.
 - 1.3.1. Fiberglass pools are not allowed.
 - 1.3.2. Above ground pools are not allowed.
 - 1.3.3. Above ground spas may be approved if located inside of a lockable screened lanai and equipped with a lockable cover.
 - 1.4. The swimming pool filter and heating equipment must be visually screened from view of neighboring properties and from the street with plants selected from the Approved Plant List.
 - 1.4.1. The pool filter and heating equipment must be located a minimum of two feet (2'-0") from the center line of the swale.
 - 1.5. Swimming pool lighting and/or other recreation area lighting must be approved by the ARC. Light sources must be directed away from neighboring properties.
 - 1.6. Slides and diving boards are not allowed.
 - 1.7. All excavated material must be removed from the site immediately, except for the calculated volume of materials required to backfill the pool.

Addendum To ARR Appendix A Construction Stipulations

1. **General Work Requirements.** Construction Stipulations (STIPS) are part of the ARR and apply to all approved Homeowner construction and/or landscaping projects undertaken in Vitalia at Tradition.
 - 1.1. **Call before you Dig.** Avoid hitting underground utility lines and facilities by calling "811" before you start digging.
 - 1.1.1. This is a free service and is Florida State law.
 - 1.1.2. When requested, appropriate utility company technicians will mark the location of underground pipes and utility lines around your proposed project site.
 - 1.2. When construction activities must encroach upon adjoining/neighborhood property(s) (whether to move construction equipment, stockpile excavated materials, and/or stage construction materials) the homeowner must obtain written waiver from the owner of the adjoining property.
 - 1.3. **Resolution of Issues.** Any Issues, resulting from any aspect of a Homeowners' approved project, are the **responsibility of the Homeowner and must be resolved at the Homeowner's expense.** Examples of issues resulting from an approved project include.
 - 1.3.1. **Site Drainage.** Any alteration of a properties grade which restricts storm water runoff and/or diverts water onto neighboring property(s).
 - 1.3.1.1. Swales located between homes are intended to move water away from residential sites and prevent flooding. They must be kept clear of plantings, curbing and/or equipment which impedes or blocks water run-off.
 - 1.3.1.2. All work in the side yards must remain a minimum of 2'-0" from the centerline of swales, this includes landscaping, curbing, swimming pool heaters & filters, generators and/or air conditioning units.
 - 1.3.2. **Sprinklers.**
 - 1.3.2.1. The addition, replacement, relocation and/or adjustment of all sprinklers required for an approved project.
 - 1.3.2.2. All work and/or modification of the sprinkler system must be performed by the HOA landscape contractor and at the Homeowner's expense.
 - 1.3.3. **Mulch.** Replacement of disturbed mulch.
 - 1.3.3.1. Only approved mulch types may be used in planting beds or gardens within Vitalia.
 - 1.3.3.2. Mulch must be dark cocoa brown.

Swimming Pool Project Checklist

- The Port St Lucie building permit is available and/or signed off.
- The permit box is placed so not to disrupt mowing.
- Roadways and walkways remain unobstructed and clean.
- The Swimming pool placement on the site and configuration complies with the homeowner's approved application.
- The construction site has remained neat, clean, and orderly throughout construction.
- Refuse and debris is placed in dumpsters or pods daily.
- Pods and/or dumpsters are placed in the driveway and do not block the sidewalk or street.
- Hazardous waste or toxic materials have all been removed and properly disposed.
- Excavated material is removed from the site immediately, except the calculated volume required to backfill the swimming pool.
- Silt barriers are in place to protect lakes and nature preserve areas.
- Swales are clear and site grading does not block or divert stormwater runoff.
- The pool filter and heating equipment does not interfere with site stormwater runoff.
- The pool filter and heating equipment is screened from view at the street and from neighboring properties. Plants used for screening must come from the Vitalia Approved Plant List.
- Swimming pool lighting is positioned/screened and does not illuminate neighboring properties.
- Property damage to neighboring property is mitigated and has been fully restored to the adjoining property owner's satisfaction.
 - Damaged plants have been fully restored.
 - Damaged sod has been replaced.
 - Damaged mulch has been replaced.
 - New irrigation lines have been installed as required and damaged sprinklers have been replaced and/or adjusted.
- The permit box has been removed.

Permission for temporary use of a Neighboring Property

Homeowner A residing at _____ agrees to permit Homeowner B residing at _____ to cross his property during the construction of a swimming pool. The construction period is estimated to extend from _____ to _____.

Permitted Activities

- Movement of excavation equipment to the rear yard
- Movement of construction materials to the rear yard
- Removal of excavated materials and waste from the site

Homeowner B agrees to restore all landscaping and/or repair any/all damages to Homeowner A's property to pre-construction condition after the project is complete.

Homeowner A

Homeowner B

Signature

Date

Signature

Date

Permission for temporary use of HOA Common Properties

The Vitalia HOA BOD agrees to permit Homeowner residing at _____ to cross HOA common grounds during the construction of a swimming pool. The construction period is estimated to extend from _____ to _____.

Permitted Activities

- Movement of excavation equipment to the rear yard
- Movement of construction materials to the rear yard
- Removal of excavated materials and waste from the site
- Stockpile material required for backfill for the pool,

Homeowner B agrees to restore all landscaping and/or repair any/all damages to HOA Common property to pre-construction condition after the project is complete.

HOA BOD

Homeowner B

Signature

Date

Signature

Date