

**Ox Bottom Manor Community Association, Inc.  
Exterior Alteration Application**

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|---|
| <b>Office Use:</b><br>Received _____<br>ACC _____<br>Owner _____<br>Inspection _____<br>File: _____ |
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**Please mail or email your completed application to:**

**Ox Bottom Manor Community Association, Inc.**  
Post Office Box 11143  
Tallahassee, Florida 32302  
Email: [jtrotman@myfloridahoa.com](mailto:jtrotman@myfloridahoa.com)

**CONTACT INFORMATION**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Phase/Unit #: \_\_\_\_\_

**CONTRACTOR**

Name: \_\_\_\_\_ License #: \_\_\_\_\_

**APPLICATION**

Please check appropriate project(s) and description of materials and specifications.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Accessory Building/Shed       | <input type="checkbox"/> Exterior Painting                        | <input type="checkbox"/> Mature Tree Removal      |
| <input type="checkbox"/> Addition to House             | <input type="checkbox"/> Fence (New/Replacement)                  | <input type="checkbox"/> Pool                     |
| <input type="checkbox"/> Doors/Windows Replacement     | <input type="checkbox"/> Generator (Permanent Install)            | <input type="checkbox"/> Porch (Screen/Enclosing) |
| <input type="checkbox"/> Deck/Patio/Hardscaping/Pavers | <input type="checkbox"/> Gutters (New/Replacement)                | <input type="checkbox"/> Roof Replacement         |
| <input type="checkbox"/> Driveway/Sidewalk to House    | <input type="checkbox"/> Landscaping (New/Substantial Alteration) |   |
| <input type="checkbox"/> Other, please specify: _____  |   |   |

**DESCRIPTION OF PROJECT**

Attach all information requested in the checklist(s) that follow relevant to your project and the completed Checklist. Photos, sketches, diagrams, manufacturer specifications, copies of contracts, and any other information that the reviewers might need to understand what you are doing should be attached to expedite the review process.

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**ACKNOWLEDGMENT**

This acknowledgment indicates you have notified your adjacent neighbors of your proposed project. You are not required to obtain their approval.

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

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

**APPLICATION REQUIREMENTS**

**You must initial each Application Requirement listed below.**

1. Nothing herein contained shall be construed to represent that alterations to land or building in accordance with these plans, shall not violate any of the Covenants and Restrictions nor any of the provisions or Building or Zoning Codes, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any such restriction. **Owner(s) Initial Here:** \_\_\_\_\_
  
2. I understand and agree that no work on this request shall commence until written approval of the Architectural Control Committee has been received by me. **Owner(s) Initial Here:** \_\_\_\_\_
  
3. I understand that applications usually take no longer than 60 days for complete review and action once all required documentation has been provided. **Owner(s) Initial Here:** \_\_\_\_\_
  
4. A copy of this application shall be returned to me after action by the Architectural Control Committee. **Owner(s) Initial Here:** \_\_\_\_\_
  
5. I represent and warrant that the proposed changes requested herein conform to the appropriate Architectural Guidelines and that these changes shall be made in conformance with them. **Owner(s) Initial Here:** \_\_\_\_\_
  
6. I understand and agree that the work should be started within 90 days of approval if possible, and completed within 60 days. If these deadlines are not workable, I will state the reason in writing for extending the completion timetable. **Owner(s) Initial Here:** \_\_\_\_\_
  
7. Once construction is complete, please notify the Architectural Control Committee for an onsite inspection for final approval. **Owner(s) Initial Here:** \_\_\_\_\_
  
8. The applicant must return the Project Checklist along with the application and supporting documentation that is requested. **Owner(s) Initial Here:** \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use:**

**Approved as Submitted**                       **Approved with Conditions**                       **Denied**

**Conditions/Remarks:** \_\_\_\_\_

**Architectural Control Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ox Bottom Manor Community Association, Inc.**  
**Checklist Exterior Alteration Application**

***MUST BE INCLUDED WITH YOUR ACC SUBMITTAL***

Please check that you have included all of the following types of information in the initial proposal on the appropriate checklist(s) for your project. You may attach sketches, photos, screenshots of types of materials, and other information that clarifies what you are planning.

***Accessory Building/Shed*** – Any structure not attached to the home.

- Drawing** (or survey) – Showing your property lines and the location of the proposed structure.
- Dimensions** – Specify distance to rear and side property lines and structure (including height and roof pitch).
- Materials** – Siding, roof and paint (must include materials, colors).
- Doors/Windows** – Location of doors and windows.

***Please Note:*** *The structure must conform to the side and rear setbacks in the Covenants and Restrictions for your Phase, and construction materials must match the house's exterior.*

*Siding material must match the brick or stucco of the home. Roof must match the shingles on the home – no vinyl, metal or tile shingles.*

*Only one single-story accessory building/shed is allowed per property; the total square footage must not exceed 500 sq. ft.*

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***Additions*** – Sunroom, porch, or any structure attached to the home.

- Drawing** (or survey) – Showing your property lines, location of the proposed structure and where it will attached to the home.
- Dimensions** – Specify distance to rear and side property lines and structure (including height).
- Materials** – Siding, roof and paint (must include materials, colors).
- Doors/Windows** – Location of doors and windows.
- Plans** – Complete set of plans for the addition.

***Please Note:*** *The structure must conform to the side and rear setbacks in the Covenants and Restrictions for your Phase, and construction materials must match the house's exterior. Additions must be in keeping with the style of the original house and with community standards.*

*Garage openings cannot face the street.*

*Siding material must match the brick or stucco of the home. Roof must match the shingles on the home – no vinyl, metal or tile shingles.*

**Door/Window Replacement** – Any structure not attached to the home.

- Drawing** – Showing location of the proposed door/window to be replaced.
  - Specifications** – Type, style and color of door and/or exterior frame of replacement windows.
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**Deck/Patio/Hardscaping (Pavers)/Walls**

- Drawing** (or survey) – Showing your property lines, location of deck/patio/hardscaping and steps or railings (if applicable).
  - Dimensions** – Specify distance to rear and side property lines and deck or patio dimensions including height above ground level (for decks not at ground level).
  - Materials** – Paving/decking, paver/wall style (must include materials, colors).
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**Driveway/Sidewalk** – Repair/Replacement/Extension

- Drawing** (or survey) – Showing your property lines, location of sections to be repaired, replaced or extended and steps or railings (if applicable).
- Dimensions** – Specify distance to rear and side property lines and dimensions for extension.
- Materials** – Paving/decking, paver/wall style (must include materials, colors).

*Please Note: The only paving materials allowed for driveways and parking areas are concrete, aggregate, and permanently-set pavers. No asphalt, loose stone, mulch, or other materials are permitted for driveways or parking areas. Vehicles may not be parked on the lawn.*

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**Exterior Painting**

| <b>Item(s) To Be Painted</b>             | <b>Type of Paint</b>                  | <b>Color</b><br><i>Specify Color<br/>Attach Sample</i> |
|--|---------------------------------------|--|
| <input type="checkbox"/> Front Door      | _____                                 | _____  |
| <input type="checkbox"/> Garage Door     | _____                                 | _____  |
| <input type="checkbox"/> Trim (specify)  | _____                                 | _____  |
| <input type="checkbox"/> Siding          | _____                                 | _____  |
| <input type="checkbox"/> Stucco          | _____                                 | _____  |
| <input type="checkbox"/> Brick           | <i>Must be masonry paint</i><br>_____ | _____  |
| <input type="checkbox"/> Other (specify) | _____                                 | _____  |

**Fence** – New or Replacement

- Drawing** (or survey) – Showing your property lines, location of the existing and/or proposed fence.
- Dimensions** – Specify distance to rear and side property lines and fence (including height).
- Materials** – Fence material, style (must include materials, colors).

*Please Initial to indicate your fence will conform with the following:*

1. The fence must conform to the location guidance in the Covenants and Restrictions for the specific phase of the subdivision. In most cases, it cannot extend toward the front of the property forward of the back corners of the house without an approved variance. **Owner(s) Initial Here:** \_\_\_\_
  2. Fencing is normally placed within 2 inches of the side and back property lines, though special purpose fencing (e.g. surrounding a pool) does not have to extend to the property lines. I understand that I must either place my fence in the normal location within 2 inches of the property lines or specify in my application if it needs to be elsewhere. **Owner(s) Initial Here:** \_\_
  3. The only fencing materials allowed are wooden picket (spaced, close-set, or shadowbox; dog-ear, pointed, or scalloped top pickets are allowed), ornamental aluminum, and high-quality vinyl. No chain link, hog wire, chicken wire, or other types of fencing are allowed. **Owner(s) Initial Here:** \_\_\_\_
  4. The fence cannot have exposed stringers or other structural components visible from the road or any other lot. The fence must be built “good side” out. **Owner(s) Initial Here:** \_\_\_\_
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**Generator** – Permanently Installed

- Drawing** (or survey) – Showing your property lines and location of the proposed generator.
- Dimensions** – Specify distance to rear and side property lines and fence (including height).

*Please Note: Whenever possible the generator should be shielded from view from the street or neighboring lots. Ideal placement is behind an approved fence and/or behind the house.*

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**Gutters** – New or Replacement

- Drawing** – Showing location of the of the existing and/or proposed gutters and downspouts.
  - Materials** – Gutter material, style and color.
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**Mature/Large Tree Removal**

- Drawing** (or survey) – Showing your property lines and location of proposed tree(s) to be removed.
- Tree** – Description of tree(s) to be removed and current condition (healthy, dead or diseased).

*Please Note: Removal of fallen or damaged trees or limbs, smaller trees or bushes or underbrush does not require approval.*

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## **Landscaping** – New or Substantial Alteration

- Drawing** (or survey) – Showing your property lines, location of new landscaping features, walkways/walls/drainage/hardscape, non-hardscape paths or walkways and vertical features (arches, trellises, etc.).
- Materials** – Landscape plan showing plants, shrubs and trees.
- Landscape Designer** – Contact information.

*Please Note: All homes in Ox Bottom Manor are required to have foundation plantings at the base of the front of the house. Plants and their placement should be selected with mature size in mind.*

*Proposals should be submitted for substantial landscaping projects in the front of the house or visible from the road.*

*Replacement and maintenance of flowers and shrubs in pre-existing landscaping and minor alteration to the size or shape of planting beds does not require approval.*

*Landscaping changes that affect the slope of the lot or drainage on a property (or a neighbor's property) must be approved, whether in the front, back, or side yards.*

*Vegetable gardens should not be visible from the road.*

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## **Pool**

- Drawing** (or survey) – Showing your property lines and proposed location of pool.
- Dimensions** – Specify distance to rear and side property lines and dimensions of pool, screen enclosure (if any) and pool decking (if applicable).
- Materials** – Pool, pool, screen enclosure (if any) and pool decking (if applicable).

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## **Porch** – Screening or Enclosing Existing Porch; for adding a porch, see *Additions*.

- Drawing** (or survey) – Showing your property lines, location of the proposed porch.
- Dimensions** – Specify distance to rear and side property lines and structure (including interior ceiling height).
- Materials** – Screening or enclosure (screen, glass, vinyl windows, walls) , roof and paint (must include materials, colors).
- Doors/Windows** – Location of doors and windows (if enclosed).

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## **Roof Replacement**

- Materials** – Shingle manufacturer, type and color.

*Please Note: The Covenants and Restrictions specifically prohibit metal roofs. The roofing materials should be high-quality shingle. Please consider the colors present in the siding of your house when choosing a roof color.*

Owner Signature

Date