

# MODIFICATION REQUIREMENT CHECKLIST

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

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

City of Miramar Application Link: <https://www.miramarfl.gov/151/Applications-Forms>

City of Pembroke Pines Permit Application Link: <https://www.pines.com/165/Applications-Forms>

## \*AWNINGS\*

- Official survey marking location & setbacks
- Size, dimensions and sample of materials
- Sample photo showing type and color
- Current photo of the home front door/ garage door included
- Current color scheme of the home

## \*ADDITIONS\*

- Official survey marking location
- Color photo of the home with front door and garage door included
- Engineering plans
- City permit application ( must not deviate from modification request)
- Current color scheme (Most recent paint approval)

## \*CHARGING STATION (ELECTRIC VEHICLE)\*

- Official survey marking location & Setbacks
- Sample photo of charging station along with proposal
- Current photo of the home front door/ garage door included

## \*CHICKEE HUTS, TIKI HUTS & GAZEBO\*

- Official survey marking location, setbacks and size
- Sample photo showing style, color and size
- Current photo of the home front door/ garage door included

## \*DECKS, DOCKS & SEAWALLS\*

- Official survey marking location & Setbacks
- Current photo of the home front door/ garage door included
- Sample photo of material to be used
- Current color scheme (Most recent paint approval)

## \*DRIVEWAY- CIRCULAR \*

- Lot survey marking location, setbacks and radius
- Contractor proposal
- Color photo of the home front door/ garage door included
- Contractor schematic ( Hand drawn schematics are not acceptable)
- Lot Survey must show where grouping of three palms are located / relocating
- City permit application ( must not deviate from modification request)
- Current color scheme (Most recent paint approval)

## DRIVEWAY, WALKWAYS, EXTENSIONS, PAINTING

- Lot survey marking location, setbacks and radius or area to be painted
- Scheme of the home AND color photo of the material being used
- Current photo of the home front door/ garage door included
- Color chosen for the driveway / extension (CODE & SAMPLE ARE REQUIRED)
- Lot Survey showing where grouping of three palms are located

## FAUX WOOD (Front door and garage must both be faux wood)

- Official survey marking location of doors to be painted
- Current photo of the home front door/ garage door included
- Sample photo of faux wood color chosen
- Name of Silverlakes Approved vendor chosen

## \*FENCING, HEDGING\*

- Lot survey marking location & setbacks of gate and or fence
- Setback from the neighbors front door (5ft minimum)
- Color sample photo, showing gate, color, style & height
- Color photo of the home front door/ garage door included
- Mark gate location on survey along with the size of the gate being installed
- 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 & name

## FOUNTAINS, SCULPTURES, FLAGS

- Official survey marking location & Setbacks
- Sample photo showing style size ect.
- Limit of 3 per property and they must not exceed 18 inches

## \*FRONT DOOR, GARAGE DOOR\*

- Official survey marking location of the doors to be replaced
- Current photo of the home front door/ garage door included
- Sample photo of new door, showing style and color chosen
- Current color scheme
- Confirm color of new door and how garage/front door will match
- \*When installing a new bronze door the fascia and front/garage door must be painted SW7069
- \*When installing a new White door the fascia and front/garage door must be painted SW7005

## \*GUTTERS\*

- Lot survey marking location of fascia gutters and downspouts
- Color photo showing style, color and size
- Color of Fascia gutters & Color of downspouts
- Current color scheme of the home
- \*Application must show and state downspouts pointing away from neighbor's property

## HOUSE PAINTING

- Color scheme chosen as follows:
- Paint House SL (Scheme) Body, Bands, Fascia
- \*All colors must be chosen from the approved universal color chart [www.silverlakes.net](http://www.silverlakes.net)

## \*PALM TREES, SWALE TREES\*

- Official survey marking location & Setbacks off all plants/trees/palms
- Sample photo of plants/trees/palms to be planted with name(s)
- If a palm is being replaced confirm if this is part of (3) Grouping
- \*Must show where current grouping of (3) palms are located on survey

## \*LANDSCAPING BODERS (Max height 12in)\*

- Lot survey marking location and setbacks of borders
- Sample photo of borders, style, color and height (Max 12 inches)
- Current photo of the home front door/ garage door included
- Current color scheme (Most recent paint approval)

## LIGHTING (May not be installed higher than 15ft)

- Official survey marking location
- Current photo of the home front door/ garage door included
- Sample photo of the lighting to be used, include lumens & color
- \*Lighting may not be installed higher than 15ft

## \*PATIO, SCREEN ENCLOSURE, FLAT ROOFS, PERGOLA\*

- Official survey marking location & setbacks
- Size, dimensions, slope, insulation and sample of materials
- Sample photo showing type and color
- Current color scheme (Most recent paint approval)

## \*POOL (Separate modification required for decking)\*

- Official survey marking setbacks
- Pool plans with proposal
- Current photo of the home front door/ garage door included

## \*ROOF REPLACEMENT/STAINING\*

- Color Sample photo of roof chosen
- Current photo of the home front door/ garage door included
- SKU# / Color chosen (Color code)

## \*SHUTTERS\*

- Official survey marking location and setbacks of borders
- Sample photo of shutters, showing style and color
- Current photo of the home front door/ garage door included
- Colors permitted are white and ivory

## \*SOLAR PANELS\*

- Official survey marking location of panels
- Current photo of the home front door/ garage door included
- Sample photo shows panel along with proposal

## \*WINDOWS (All window frames must match)\*

- Official survey marking location of all windows to be installed
- Sample photo showing style, color and size
- Current photo of the home front door/ garage door included
- 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. THIS MODIFICATION REQUEST FORM IS FOR :**

**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 will review 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 modification 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.