

Cloverplace Condominium Association, Inc.  
B + C Community Management  
3504 Ridge Blvd.  
Palm Harbor, FL 34684  
PH: 727-239-5991

Landscaping/Property Alteration – Change Form

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

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

It is important to recognize that over the years many changes have occurred that changed the design flow of rain and flood water run-off. It is with this in mind that the residents are cautioned to use extreme care in making changes to the landscaped that might cause flooding or standing water on adjoining property. You will be held responsible for any harm caused by changes and could be required to put the property back to its original condition.

- 1) Survey or Site Plan: A scale drawing of the proposed improvement and its relation to the property lines and existing structures must be submitted with this form.
- 2) Materials and Contractors: The contractors detail must be included along with method of installation and materials to be used.

a) DESCRIPTION OF PROJECT:

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b) MATERIALS:

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c) ADDITIONAL INFORMATION:

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- 3) Any alterations that require building permits should first be presented to county building and zoning departments for preliminary site approval. This county review does not constitute an approval on the part of Cloverplace Condominium Association, B + C Community Management, or the Architectural Change Committee.

The normal application will be the final word on any proposed alterations.

- 4) Owner agrees that no work shall commence until final written approval is received from Cloverplace. The approval/denial will be forthcoming no later than 30 days from acceptance of the properly prepared request. Any work performed prior to final approval is subject to rejection and demand that property be restored to its original state at the homeowner's expense.
- 5) Although the community has had many room additions and patios added on during the past 20+ years, both legal and illegal, it does not set a precedent that allows future changes to the footprint of the property. The ACC, Board of Directors and Management will examine future requests with the best interest of the community in mind. Flooding, erosion, violation of neighbor's peace of mind, appearance of alteration, is just a few of the factors to be considered when reviewing requests.

Name of Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

Affidavit:

Owner acknowledges that all the stipulations in this request are understood and all of the data submitted is accurate and to scale.

\_\_\_\_\_  
Signature of Owner Date

----- To be completed by the Architectural Committee and Association Manager -----

☐ Survey      ☐ Site Plan      ☐ Correct Scale      ☐ Materials

Proper documents included:      ☐ Yes      ☐ No (date returned) \_\_\_\_\_

COMMENTS:

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ACC and Community Association Manager:      ☐ Approved      ☐ Denied

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☐ Additional Information Needed:

(Return this form to the above stated address)