



Home & Landscaping Alteration Request

Revision 201020

Purpose

This request form is to document and review alteration requests to homes and lots within the Tuscany neighborhood. All owners are required to submit and receive approval prior to making any changes to the appearance of their home's exterior or landscaping. Please ensure your request is thorough and complete. Missing information will delay the review process and alterations that are not approved will need to be undone or replaced with an approved modification. We have provided some things to consider and examples on the second page.

Your Information

Name: _____ Email: _____

Address: _____ Phone Number: _____ Lot Number: _____

Project Information

Anticipated Start Date: _____

Anticipated Completion Date: _____

Contractor or Company: _____ Contact Person: _____ Phone Number: _____

Is this alteration similar to another home? No Yes If yes, what is the address? _____

Please describe the alteration:

Disclaimer and Signature

J&M Management, Tuscany at Northshore Country Club Home Owners Association (HOA), and the Architectural Control Committee (ACC) approve projects requested by a homeowner to insure that they are in compliance with the rules and regulations and as defined in the Covenants, Conditions, and Restrictions (CC&R) adopted by the HOA. No research is done to verify compliance with County, City, or State requirements. Therefore it is the applicants responsibility to insure that all codes, as well as setback requirements including right-of-ways, are adhered too and all necessary permits are obtained. The verification of property lines is also the responsibility of the applicant when constructing any project or altering landscaping near the edges of the property.

My signature below (Applicant) signifies the understanding of the above conditions and releases J&M Management, Tuscany at Northshore Country Club HOA, and the ACC of all responsibility for compliance with County, City, State, and Federal regulations. As the applicant, I understand that approval of this request is conditional on my compliance with all regulations and requirements.

Printed Name: _____ Signature: _____ Date: _____

Internal Use Only

Date Received: _____

Date Sent to ACC: _____

Date Returned to Requester: _____

Confirmed Complete: _____

Approved: Denied: Incomplete:

Things to Consider

- If the alteration includes painting or staining, please ensure you have listed, provided links, or attached color swatches with a description of where they will be applied.
- If your request includes replacing a fence, please ensure that your replacement style matches the fencing requirements below.
- For all requests that pertain to fencing, landscaping or hardscaping: please attach or include a drawing, sketch, or construction plans that show dimensions, locations, and indicate alteration elements.
- For roofing replacement requests, please ensure you provide the exact materials that you plan to use for the new roof, including color, style, and brand.
- Please include a photo of where the improvements are to be completed. For example, if painting, please include a current photo of the house.
- The CC&Rs allows the ACC 14-days to review your request. Once a request has been submitted, if there are inconsistencies, additional clarifications required, or incomplete data was submitted, the request will be sent back and the 14-days restarts once the complete form is received.
- If the timeline for your project is going to slip past the completion date listed on your request, you must immediately notify J&M Management or the board.

Fencing Requirements

