



Architectural Review Application Checklist

Are you ready to make an alteration at your Oak Creek home? Below are steps you need to take to be ready and to complete the application fully.

- 1) Gather all of the required information (listed below).
- 2) Complete the application
- 3) Email the application and ALL of the required information to: ARCLWR@accessdifference.com
(Please include the following in the subject line: Oak Creek – then your address)

REQUIRED INFORMATION FOR ALL APPLICATIONS

APPLICATIONS SUBMITTED WITH MISSING INFORMATION IS CONSIDERED INCOMPLETE WILL DELAY THE REVIEW PROCESS. SENDING APPLICATIONS TO A DIFFERENT EMAIL ADDRESS OR DROPPING IT AT THE OFFICE WILL DELAY THE PROCESS. PLEASE SEND INFORMATION IN A PDF FORMAT IF POSSIBLE.

- COPY OF THE PROPERTY SURVEY WITH AREAS OF PROJECT MARKED**
 - The property survey must show the locations of the proposed change, alteration, renovation or addition and it must be marked with accurate locations/sizing and specify length from lot lines/drainage easements/etc.
- DRAWINGS OF YOUR PLAN(S) - SCREEN ENCLOSURES SHOULD HAVE A DRAWING.**
- COLOR SAMPLES, PHOTOS, AND DESCRIPTIONS OF MATERIALS TO BE USED FOR PROJECT**
 - Plantings should have type, and sizing clearly labeled on drawings and include photos for reference.
 - Enclosures require roof type with drawing & photo samples of framing and screen colors.
 - Fencing requires photos of types & colors.
 - Pools/spas require photos samples of all materials to be used .
- PHOTO OF YOUR HOME WHERE ALTERATIONS WILL BE COMPLETED IN CURRENT STATE PRIOR TO RENOVATIONS. If installing a pool please include a photo of the side of your home where the pool equipment will be located.**
- CONTRACTOR'S PROPOSAL/ESTIMATE (Pricing may be blocked out)**

- **CONTRACTOR'S LICENSE AND CERTIFICATES OF INSURANCE *(Certificate holder information listed below)**
 - BUSINESS LICENSE
 - CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY
 - CERTIFICATE OF INSURANCE (OR EXEMPTION) FOR WORKER'S COMPENSATION

***CERTIFICATE HOLDER INFORMATION**

Del Webb Oak Creek HOA
1170 Celebration Blvd. Suite 202
Celebration, FL 34747

- **DEPOSITS – ALL DEPOSITS REQUIRE A COPY OF THE CHECK TO BE INCLUDED WITH THE APPLICATION**
 - **\$1,000 FROM THE OWNER** – For a driveway extension, patio additions, lanai extensions, concrete work or ground excavation or concrete work or ground excavation.
 - **\$1,000 FROM THE OWNER AND \$5,000 FROM THE CONTRACTOR** – For any pool/spa, enclosure or where heavy equipment is used or has the possibility of damage to irrigation, common areas, drainage or landscape.

DEPOSITS ARE PAYABLE TO DEL WEBB OAK CREEK AND CAN BE MAILED TO:

**DEL WEBB OAK CREEK HOA
1170 CELEBRATION BLVD. SUITE 202
CELEBRATION, FL 34747**

**DEPOSITS ARE IMMEDIATELY PLACED IN A NON-INTEREST BEARING ACCOUNT FOR OAK CREEK.
UPON FINAL INSPECTION BY MANAGEMENT THE DEPOSIT WILL BE REFUNDED.**

- **AFTER MARKET CONSTRUCTION ADDENDUM** – If a deposit is required this form is also required. Form can be found within the application.
- **A PROPERTY ACCESS FORM SIGNED BY BOTH NEIGHBOR'S**. If a deposit is required this form is also required. Form can be found within the application.