



## **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](mailto:ARCLWR@accessdifference.com)

### **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.**

- 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 CONSTRUCTUION 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.