

# Alteration Request Form

## Berkshire Lakes Master Association Architectural Review Board

495 Belville Blvd Naples FL 34104 / 239-353-7633 / [www.berkshirlakes.org](http://www.berkshirlakes.org) / [berkshirlakes@embarqmail.com](mailto:berkshirlakes@embarqmail.com)

All plans submitted and approved are subject to further approval by any applicable regulatory agencies. All contractors must be licensed and insured to meet Collier County requirements. Submissions will not be reviewed without samples, plans with specifications, and the completed request form.

Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_

Date Received: \_\_\_\_\_

BLMA project # \_\_\_\_\_

Resident projected  
Start date \_\_\_\_\_

Completion date \_\_\_\_\_

### Please check all that apply:

Exterior Painting (Consult ARB paint color list)  
Wall Color \_\_\_\_\_ Trim Color \_\_\_\_\_  
Garage Door Color \_\_\_\_\_ Entry Door Color \_\_\_\_\_

ARB Decision:  
 Approved  
 Approved as noted

Roof (Consult ARB Standards Section 15)  
Type:  Tile  Shingle Color \_\_\_\_\_ House Color \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pool or Pool Enclosure of Mansard Roof Style (Consult ARB Standards Section 12 Must include plans with specifications)  
 New Pool  Replacement Pool  
 New Deck Material/Color \_\_\_\_\_  
 Screen Enclosure  White  Bronze

Rejected  
\_\_\_\_\_  
\_\_\_\_\_

Driveway (Consult ARB Standards Section 14. Must submit sample)  
 Concrete  Pavers  Painting Concrete  
Are you changing dimensions?  yes, submitting plan  no

Revise & Resubmit  
\_\_\_\_\_  
\_\_\_\_\_

Private Well (Consult ARB Standards Section 21. Must be screened)  
Type of screening \_\_\_\_\_  
Company & Phone \_\_\_\_\_

BLMA Architectural Review  
Date: \_\_\_\_\_

Fences/Walls/Hedges (Consult ARB Standards Section 8. Must include plans with specifications) \_\_\_\_\_

Approved (A) or  
Rejected (R)      Name  
 A  R \_\_\_\_\_  
 A  R \_\_\_\_\_  
 A  R \_\_\_\_\_  
 A  R \_\_\_\_\_  
 A  R \_\_\_\_\_

Landscape (Consult ARB Standards Sections 6, 7, and 9. (Must include plans with specifications such as grading, property lines, existing plants, street light placement, etc. when trees, shrubs are removed or planted.))

New plantings  Removals reason: \_\_\_\_\_  
Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Exterior Alterations (Consult ARB Standards All Sections)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner's signature \_\_\_\_\_

By signing this form, I agree to comply with the Berkshire Lakes Master Association's Architectural standards and to obtain all permits required by government agencies.

REV 04.01.21

### Submitter Information:

This review is for general conformance with the BLMA Architectural Standards. Comments or corrections of this review do not relieve the submitting party from full compliance with the requirements of the Architectural Standards and those of the Jurisdictional Agencies having authority over the project. In the event of a conflict the most stringent of the Architectural Standards shall be required and shall be the responsibility of the submitting party to construct in compliance with the Architectural Standards. By proceeding with the project associated with the review the submitting party accepts the statements above and waives further action(s).

Owner's Initials \_\_\_\_\_