

**REQUEST FOR ARCHITECTURAL REVIEW APPLICATION  
INSTRUCTION SHEET**

**VALENCIA DEL SOL Homeowners Association  
5010 Sevilla Shores Drive, Wimauma, FL 33598  
813-566-0855**

**ACC Meeting – 2<sup>nd</sup> Thursday of each month. Application deadline submitted (in good order) by noon on Friday prior to meeting**

**Instructions:**

1. Review instruction sheet in its entirety to pick out appropriate level application required and supporting documents needed to facilitate approval for the project.
  - a. Pictures and COLOR of the proposed project MUST be included.
  - b. Survey with project specifications shown IS required.
2. **Review FrontSteps using the following navigation for answers to questions:**
  - *Document > Infernal Documents > Committees > ACC Committee >Requirements & Guidelines*
3. Choose the appropriate Level (1 – 4) application for your project and submit to the Resident Services desk with applicable fees.
4. Attend the ACC meeting (optional) or be aware that ACC committee may call you during the meeting for questions.
5. Post meeting: Resident Services will contact homeowner with final ACC committee decision.

**NON-REFUNDABLE FEE FOR LEVEL 2 – 5 (Level 1 is waived):** \$50 non-refundable processing fee. Check payable to: VDS Homeowners Association. The ACC has up to forty-five (45) days to review the application from the date it is received in good order. Refundable deposits will be processed within thirty (30) days upon inspection sign-off.

**LANDSCAPING:** Ongoing upkeep and maintenance of landscaping or trees becomes the responsibility of the homeowner once a change is made. No curbing is allowed around common area trees (between sidewalk and street).

**Category of Change and Examples:**

- No APPLICATION required - NO FURTHER ACTION REQUIRED.
- Level 1 – Minimal Change to exterior house; change is not permanently attached and is capable of being removed without damage to the home.
- Level 2 – Change to exterior house and is permanent in nature.
- Level 3 – Permanent change to exterior house and will require \$1000 refundable deposit.
- Level 4 – Pool, Requires \$5000 refundable deposit.

| No APP REQ'D                           | LEVEL 1   | LEVEL 2  | LEVEL 3            | LEVEL 4 |
|--|---|--|--------------------|---------|
| Landscaping within existing mulch beds | House Numbers   | Pavers/Curbing   | Driveway Extension | Pool    |
|  | Dead tree replacement with approved species based on VDS Plant Catalog on FrontSteps for approved list of trees | Landscaping- New outside of beds and revised trees. (See VDS Plant Catalog on FrontSteps for approved list of trees)                   | Lanai Extensions   |         |
|  | Replacing trees within existing beds within property lines “like for like” species.                             | Front Door Replacement   |                    |         |
| Landscaping within 18” of house sides. | Manual Garage Screens (see ACC Guidelines on FrontSteps)  | Motorized Garage Screens (see ACC Guidelines on FrontSteps)  |                    |         |
|  | Landscaping (Small projects within community guidelines).   | Shutters Hurricane/Bahama Screens)   |                    |         |
|  | Gutters (addition)  | Gutters (new)  |                    |         |
|  | Re-painting of house w/existing paint color   | Painting of house w/different color (See FrontSteps for VDS Exterior Color Scheme) Note: placement of house vs. neighbors’ rules apply |                    |         |
|  | Coach Lamps   | Flagpole, Satellite Dishes   |                    |         |
|  |   | Fencing  |                    |         |
|  |   | Generators (See FrontSteps for Generator Guidelines)   |                    |         |
|  |   | Screening (front/lanai)  |                    |         |
|  |   | Spa (Above Ground)   |                    |         |

REVISED 5/2025