



## Triple Creek Architectural Review Application Process and Checklist

- ✓ **GENERAL INFORMATION:** The ARB typically meets bi-weekly on Mondays. Applications must be submitted no later than 5:00 P.M. the Wednesday before the meeting. Late applications will be reviewed at the following scheduled meeting. Completed applications are to be emailed to [TripleC@ciramail.com](mailto:TripleC@ciramail.com) in one PDF or may be dropped off to the Community Association Manager at the Hammock Club Office.
- ✓ **APPLICATION:** A completed application must be submitted for each modification request. Multiple changes require separate applications. Please indicate start and finish dates and sign and date. Digital signatures are acceptable.
- ✓ **SURVEY:** A copy of your property survey **must** be included. This document is also referred to as a Plot Map. Draw or highlight areas where modification or improvement will be made on it. Surveys must include applicable measurements and setbacks. **Applications will not be deemed complete without a survey.**
- ✓ **CDD APPROVAL:** Any modifications that require access to your property from CDD property (e.g., pools) require written approval from the CDD attached to your application. **Neither the HOA nor its committees may approve this access. It must come from the CDD.** Homeowners may contact your CDD District Manager for this approval.
- ✓ **NEIGHBOR APPROVAL:** Similar to CDD approval, any modifications that require access to your property from neighboring Lots, including Builder Lots, require the written approval of your neighbor(s). Any damage to neighboring lots is the applicant's responsibility to fix.
- ✓ **WRITTEN DESCRIPTION:** Describe your project briefly on the application. If more space is required, attach an additional sheet. Include overall dimensions and location(s) as applicable. Also, include any variance requests.
- ✓ **SPECIFICATIONS, BROCHURES, PAMPHLETS, PICTURES, AND COLOR SAMPLES:** Please provide contextual visuals with your application that show the materials and products being used and the visual aesthetics of the project.
- ✓ **CONTRACTOR INFO:** Although not required on the application, please include the contractor's name and contact information. The ARB will not contact the contractor. This information will be kept with your application's records only.
- ✓ **PERMITS:** Some improvements or modifications require permits. Check with your contractor. If unsure, contact the Hillsborough County Building Services at (813) 272-5600 or online at <https://www.hillsboroughcounty.org/en/residents/property-owners-and-renters/homeowner-permits/permits-for-homeowners>. ARB Approval does not constitute nor is related to County approvals or permitting. The owner is responsible for meeting all County requirements. County permits should be submitted with the application if they are already complete.
- ✓ **LEGIBLE:** All documents **must be legible**. Pictures of documents are discouraged. This affects the clarity of the documents and makes it difficult for the ARB to review them. Submission in one single PDF is best if possible. PDFs can be captured with smartphone apps. Illegible submissions may be denied.
- ✓ **PROJECT COMPLETION:** Once a modification receives approval or approval with stipulations, you may begin your project. After completing your project, please send pictures of your modification to your manager at [TripleC@ciramail.com](mailto:TripleC@ciramail.com). This will close out or complete your application and keep your property compliant. Some improvements, such as fences and pools, may require onsite inspection.
- ✓ **TO THE APPLICANT:** All applications must meet the requirements of the Triple Creek Architectural Design Guidelines. You understand and accept that approval of an application does not constitute compliance with the provisions of building and zoning codes and laws of Hillsborough County, Community Guidelines, or Covenants.



## Triple Creek Architectural Review Application Checklist

- Completed application with written description, including variance requests
- Survey with applicable locations, measurements, and setbacks written
- CDD or Neighbor Approval Letter, if applicable
- Specifications and pictures of materials, including colors and styles
- Contractor information
- Permits, if applicable
- Additional documents required by the Architectural Design Guidelines, if applicable
- Submission of Application
- Receipt of Approval Letter
- Notification, including pictures, of the Completed Project sent to [TripleC@ciramail.com](mailto:TripleC@ciramail.com)

Please note: If sending an application via email, please send all documents in one PDF.  
Thank you.



# Triple Creek HOA Architectural Application

Please submit a separate application for each item requested.

Please email the completed application to [TripleC@ciramail.com](mailto:TripleC@ciramail.com).

This form shall be completed by the homeowner and submitted to the Architectural Review Board for approval **BEFORE ANY WORK COMMENCES**. Please refer to the **Governing Documents and Architectural Design Guidelines** for additional information. **Forms, surveys, and all required backup documentation must be received and processed before the Architectural Review Board considers the application.**

Owner(s):	Phone:
Property Address:	Email:
Lot #:	Date:

Is your Lot on a waterway, lake, pond, or conservation area?  Yes  No      Resubmittal:  Yes  No

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Addition       | <input type="checkbox"/> Doors              | <input type="checkbox"/> Driveway Extension | <input type="checkbox"/> Fence             |
| <input type="checkbox"/> Generator      | <input type="checkbox"/> Hurricane Shutters | <input type="checkbox"/> Landscaping        | <input type="checkbox"/> Landscape Curbing |
| <input type="checkbox"/> Lighting       | <input type="checkbox"/> Outdoor Kitchen    | <input type="checkbox"/> Paint/Veneer       | <input type="checkbox"/> Patio/Pavers      |
| <input type="checkbox"/> Play Equipment | <input type="checkbox"/> Pool/Spa           | <input type="checkbox"/> Screen Enclosure   | <input type="checkbox"/> Security System   |
| <input type="checkbox"/> Shed           | <input type="checkbox"/> Solar              | <input type="checkbox"/> Water Softener     | <input type="checkbox"/> Yard Art          |

Other (please specify):

Written Description:

**Location:** Attach a copy of the plot plan/survey showing where the modification is located relative to the home and the property lines. The plot plan/survey should be included in your closing documents. If not, a copy can be obtained from the county property appraiser’s office/website. Any application submitted without a plot plan/survey will be considered incomplete.

**Specifications:** Attach copies of plans from any contractor, vendor, or applicant providing services, including color samples, photos, dimensions, etc. Hillsborough County has jurisdiction over the Triple Creek Community and should be contacted at the beginning of the planning process to ensure compliance with County requirements. Compliance with all federal, state, and local laws and regulations is the homeowner’s obligation. The ARB’s approval does not confirm that the project meets all applicable guidelines or laws.

Owner’s Signature:	Date:
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*For ARB Use Only*

ARB Signature:	Date:
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- APPROVED     APPROVED W/STIPULATIONS     DENIED     DENIED DUE TO LACK OF INFORMATION

NOTES: