

**Kensington Park Master Association, Inc.
Architectural Review Board**



APPROVAL REQUEST FOR BUILDING AND/OR LANDSCAPE ADDITION OR MODIFICATION

To: Kensington Park Master Association, c/o Newell Property Management, 5435 Jaeger Road #4, Naples FL 34109, or may be emailed to resident@newellpropertymanagement.com

NAME _____ MAILING ADDRESS _____

PHONE NUMBER _____ EMAIL ADDRESS _____

KENSINGTON PROPERTY ADDRESS _____ LOT/UNIT # _____ BLOCK/BUILDING # _____ SUB-ASSOCIATION _____

Project: ___ Exterior Building Modification / Alteration ([Section 3.B.](#) and [Section 5.C.](#))
___ Exterior Painting ([Section 3.B.11.](#) and [Section 5.C.](#))
___ Landscape Modification ([Section 3.C.](#), and [Section 5.D.](#))
___ Other ([Section 3.B](#) and [Section 5.C.](#))

Project Description, including access, storage of supplies, plan for trash removal, removal/replacement of landscape, etc. (attach additional pages as necessary)

Attach pictures, site plans, elevation plans, before and after drawings, blueprints, color swatches, brochures, products, etc. Include clear dimensions, scale, and compass orientation.

BUILDER _____ LICENSE # _____ VENDOR _____

Approximate Start Date _____ Approximate Completion Date _____

Approval, if granted, is based on the understanding that the applicant, their heirs, and assigns, are solely responsible for the costs and timely completion of this project within two months of the estimated completion date, and are solely responsible for subsequent maintenance the modifications, obtaining all applicable governmental permits and approvals, and compliance with Collier County Code. Note that any approval given by Kensington Park Master Association or the Architectural Review Board does not necessarily guarantee such compliance. Kensington Park Master Association is not required to complete or maintain any approved action, or repair damage resulting therefrom to any property. No vendor signs are permitted. County permit signs may be placed to the side of the property.*Refers to sections of the ARB Architectural Control Manual, February 2024 (aka ARB Manual). Also see page 2 of form.

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Signatures of Applicants

Applicant Signature _____ Date _____ Applicant Signature _____ Date _____

Condominium Association Approval

Condominium Association approval is required if alteration is within a condominium neighborhood.
If required, attach an email or letter from your condominium association showing their approval and date.

KPMA ARB Approval

Approved Date _____ Not Approved Date _____

Returned to Applicant for More Information Date _____

Signed by Architectural Review Board _____

When This Form and ARB Approval is Required

- For all exterior building and/or landscaping additions and modifications
- Interior modifications do not require ARB approval. However, the use of a dumpster and/or portable toilet, for both exterior and interior modifications, does require the completion of this form and ARB approval
- Extracts from ARB Manual available on KPMA website:
 - 3.B. Modifications, alterations, and/or additions include landscape, tree removals, playground equipment, spas, pools, emergency generators, walls, building additions, landscape lighting, sporting equipment (such as trampolines and basketball nets), storage areas, gazebos, playhouses, general painting, reconstruction of doors, doorways, garage doors, or windows, enclosing entranceways, storm shutters, etc.

Before Submitting This Form, Please Remember To

- Complete all information on form including **full contact information**. Important for owner to **sign and date** on page 2 above
- Provide **sufficient details for project**. Consult ARB Manual for specific requirements. For new roofs need color and manufacturer's product code for tiles, for painting need color names and manufacturer's color codes (swatches with information are fine), for new pool cages need drawing with dimensions and color, for landscaping need drawing and/or picture showing location of new plantings and information on what is being removed, etc. If dumpsters and portable toilets are being used, indicate when they will be delivered on job site and when they will be removed
- Must provide **contractor's license** (aka certificate of competency) and **certificate of liability insurance** showing owner as certificate holder in lower left corner of form. Many communities also require this information, and most contractors will readily provide it
- Note that all modifications, alterations, and/or additions must (1) conform to the Collier County codes and (2) be permitted by Collier County when required. This is solely the responsibility of Owner and/or their contractor.

No work on exterior modifications can start prior to ARB approval

Revision Date 2/21/2024