

# WINGATE ESTATES

## MODIFICATION REVIEW COMMITTEE (MRC)

### APPLICATION FORM

*Please see the reverse side (page 2) for instructions and more information.*

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

Homeowner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address if Different: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Approval is hereby requested to make the following modification, alteration or addition to my home or lot. I understand that MRC applications are reviewed once a month and the 30-day review period does not commence until all documentation to complete my application is received by the MRC. I also acknowledge that work **will not** commence on this improvement until notification of approval has been received from the MRC. This approval is only good for one (1) year from date of approval.

Modification Description:

Signed: \_\_\_\_\_

-----  
\*\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*\*  
-----

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

Approved \_\_\_\_\_

Denied/Tabled \_\_\_\_\_

Comments:

---

---

---

---

---

## MODIFICATION REVIEW COMMITTEE

The Wingate Modification Review Committee (“MRC”) reviews all requests for modifications to homes and lots following the original lot improvements. The MRC encourages tasteful and aesthetically pleasing architectural design consistent with the existing structures and landscaping within Wingate Estates. The MRC tries to consider the impact of any improvement to the surrounding neighbors and property.

### To complete an application, the homeowner must submit:

1. A completed application form.
2. A thorough description of the proposed modification
3. Property survey, drawing, pictures, site plan, etc. as applicable in the list below, depending on the project. (Please note that a contractor estimate or drawing on graph paper is NOT a property survey)

Applications are typically reviewed within 1-2 weeks and can be submitted in the following ways:

**Email:**  
[mrc@fairwaymgmt.com](mailto:mrc@fairwaymgmt.com)

**Drop off/Mail:**  
Wingate Estates MRC  
1331 Bedford Dr. Ste 103  
Melbourne, FL 32940

**Fax:**  
321-777-4646

Below is a list of required documentation that the homeowner must provide with the completed application form. The list includes the most frequent modifications in order to help homeowners and the MRC ensure that all documentation is included for the review process, however it does not include every modification that requires approval. Please direct any questions or concerns to [mrc@fairwaymgmt.com](mailto:mrc@fairwaymgmt.com) or 321-777-7575.

**\*\* Applications that do not include the necessary documentation stated below will be tabled until all information is received, which could delay your approval \*\***

#### Fences

- Type and Height of fence (example: 6ft wooden shadowbox)
- Property survey with fence location drawn, including setback measurements from front corners of home and property lines

#### Paint

- MUST CHOOSE FROM THE WINGATE APPROVED COLORS
- Body, Trim, and front door colors

#### Pools

- Property survey with pool and pump equipment drawn on, including setback measurements
- Contractor drawing and information

#### Patios/Screen enclosures

- Property survey showing location including setback measurements
- Patio material (concrete/pavers)
- Screen enclosure type and color (if having one installed)

#### Screening Existing Trussed Patio/Front Entryway

- Contractor drawing of screening
- Color of screen framing (white or bronze)

#### Roofs

- MUST CHOOSE FROM THE WINGATE APPROVED COLORS
- Manufacturer name of shingles (Owens Corning, GAF, IKO, etc.) and Color name of shingles

#### Solar Panels

- Property survey/aerial view of the house with the location and dimensions of panels
- Description of how panels will be attached to roof and color of panels

#### Hurricane Shutters

- Type and color of shutters (Roll-down, accordion, etc.)
- Location of shutters

#### Landscaping, Satellite Dishes, Generators, Driveway Extensions, Paver Walkways, Playsets/Trampolines, Flagpoles, ALL OTHER MODIFICATIONS

- Must include property survey showing the location and applicable dimensions and setbacks
- Pictures, drawings, etc. of the addition/modification

*Please note: Modifications must also be in compliance with all applicable County building and zoning ordinances. Please be advised that you are responsible for obtaining any required Brevard County permits and insuring that your plans do not violate any applicable County building codes.*