

**APPLICATION FOR EXTERIOR CHANGES – GUTTERS, DOWNSPOUTS, LEAF GUARDS**

**(Dated: October 19, 2024)**

**ACC MANUAL (Effective October 17, 2024) REFERENCE:**

Section 4, page: 18-19

Section 7, pages: 37-40

**PROJECT DETAILS**

**Type:** Gutters and Downspouts Leaf Guards  
**Materials:** Aluminum \_\_\_\_\_ Vinyl \_\_\_\_\_ Stainless Steel \_\_\_\_\_ Aluminum \_\_\_\_\_ Other \_\_\_\_\_  
**Finishes:** White \_\_\_\_\_ Natural finish \_\_\_\_\_ White \_\_\_\_\_ Other \_\_\_\_\_  
**Dimensions:** 6" Wide Gutters: \_\_\_\_\_ Fits within overall gutter dimensions \_\_\_\_\_  
4" x 3" Downspouts: \_\_\_\_\_  
**Location:** Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

**Notes:**

1. Replacements/repairs do not require ACC approval, providing they:
  - a) exactly match the original installation  
and
  - b) the original installation is in compliance with the requirements cited in the Palma Sola Trace ACC Standards and Guidelines Manual.
2. Downspouts and extensions must be at least 12" from grass area.
3. Water discharge/runoff from downspouts must not impact adjacent Structures and landscaping in a negative or destructive manner.
4. The homeowner is responsible for routine gutter cleaning; no ACC Application is required. Any "hired help" must comply with the applicable standards set forth in Section 7, Requirements For Contractors and Trades.

**Documents Submitted with The ACC Application should Include:**

- Lot Plat Plan, indicating the intended location(s).
- Provider/installer proposal, including: license number-insurance information/plans/drawings/sketches.
- Description/photos/colors of proposed materials.

Note: The City of Bradenton does not require a permit for gutter/downspout/leaf guard installation.