



ARCHITECTURAL REVIEW APPLICATION		
I. PROPERTY OWNER INFORMATION		
Homeowner (s) Name:		
Property Address:		
Phone:	Email:	Other:
Owner Signature:		
II. NATURE OF IMPROVEMENT		
Improvement to: <i>(Please circle all that apply)</i>	Landscaping	Existing Structure
	Driveway	Pool/ Enclosure
Primary Type:	New Construction	Addition
	Modernization	Modification
	Replacement	
Are adjacent properties vacant: Yes / No	Access through easement required: Yes / No	Are common areas affected: Yes / No
Are you on a lake: Yes / No	Will a Roll Off Container be used: Yes / No	Approx. Value:
Detailed Description:		
III. SUBMITTALS		
Application Fee: Yes / No	Contractor's License:	Contractor's Phone:
Plot Plan	Construction Plans	Product Literature
Cut Sheets	Samples <i>(required for paint)</i>	Photographs
Landscape Plans	Pool Plan	Signed Exhibits
IV. SCHEDULE		
Date Application Submitted:	Expected Start Date:	Expected Completion Date:
V. REVIEW		
Remarks:		
Date Received:	Approved:	Disapproved:
ARB Reviewer (s):		
Signature:	Date:	
Signature:	Date:	

Architectural Review Application Instructions

Section I: Property Owner Information

Provide the name of all owners on the property title for the property to be improved
Provide the address at which the improvements are to be made
Provide a contact phone number
Provide an email address if desired
Provide an alternative means to contact the owner or representative for communication purposes
Provide a signature from at least one of the property owners

NOTE: At least one source of contact information must be provide (phone #, email or other)

Section II: Nature of Improvement

What is being improved: Landscaping, Structure (House), Driveway, or Pool. If more than apply then circle all applicable
What is the type of the improvement is taking place, that may or may not require a permit:

New Construction -a structure attached only by a common wall or breeze way or similar, ie a 3rd car garage

Addition -adding to the exterior of existing improved property, ie a room or trees

Modernization- an upgrade to exterior the existing improved property, ie changing from single to double pane windows

Modification- a change to the existing improved property, ie a new window configuration (square vs. arched)

Replacement- a one for one replacement of existing exterior materials , ie a garage door

Provide answers to the questioned posed to help the ARB evaluate the access needed to the area were the work is to be conducted and to determine if any neighboring properties, common areas or lakes may be affected and should be notified or other action taken to mitigate risks.

Provide the approximate value of the improvements.

Provide a detailed description of the improvements. This should include but not be limited to sizes, heights, colors, amounts, etc.

Section III: Submittals

Provide application fee based on the Fee schedule:

Approximate Value of Improvement (\$)	Application Fee (\$)
0-2500	10
2500-7500	25
7500 and up	50

Provide the contractor's license and phone number If work is to be contracted.

Plot Plan shall include the improvements located on a scaled drawing of the property identifying the footprint of the improvements and locations of the setbacks. Required when improvement types to the structure, driveway or pool will be of new construction or addition

Construction Plan shall include elevations and scaled dimensions of the improvements. Required when improvement types to the structure or pool will be of new construction, addition, modernization or modification.

Product literature should be submitted for all improvements or shall be provided upon request.

Cut sheets identifying product specifications should be submitted and may be required when improvement types to the structure, landscaping, driveway, or pool will be of new construction, addition, modernization, modification, or replacement.

Samples of products should be submitted for all improvements. Samples of paint are required for any improvement requiring coatings. Samples can be product literature that show pictures of products intended to be part of the improvements.

Photographs should be submitted to identify preexisting conditions but not required.

Landscape plans identifying work to be done, plants to be removed or new plantings. Required when exterior landscaping is to be affected by improvements. Were a new structure, pool or addition alters the existing landscape a landscape plan shall be provided.

Pool plan shall include a scaled plan view identifying the location of the pool relative to the building structure, lakes and property lines. The plan should include the location of mechanical and electrical pool equipment. The plan should include the location and description of pool features and landscaping. Elevations of features or special elements should be provided. When a screen enclosure is included with the pool improvement, the plan view and elevations of the screen enclosure shall be provided.

Submit Exhibit A and other requested form or documents the ARB requires with the application. Final Approval for any improvement will not be authorized prior to the submittal of these documents. When no other documents are requested for signature from the ARB , Exhibit A will be the only other document required with the Owners signature with the application submittal.

EXHIBIT A

RE: _____ at _____
(Improvement Type) (LOT OWNER ADDRESS)

The following conditions shall apply to the approved submission of plans and specifications as provided by the applicant:

_____ on _____
(LOT OWNER NAME) (DATE SUBMITTED)

The Lot Owner shall be responsible for ensuring all conditions are adhered to. In the event any work is subcontracted the Owner will be responsible to provide awareness of these conditions.

1. The installation of the pool, screen, pool equipment and associated activities to perform the improvement shall be in compliance with all applicable Casa Bella Declaration Covenants.
2. Where changes are made to the submitted package, prior to or during the construction the HOA will be advised of said changes and construction of the changes shall not commence until proper approval is provided.
3. The Owner shall notify adjacent property owners that improvements will be made.
4. If access through adjacent properties is necessary, the HOA will require a letter of approval from the owner of the adjacent property where access is required.
5. The streets, sidewalks and common areas utilized for the purposes of this improvement will be maintained daily. These areas shall be swept of loose soil, silt, dirt or rock. Large particulate or debris shall be picked up and removed or placed in a container.
6. When a debris container is used it shall be placed on the Owners property, not in the street, on the sidewalks or neighboring properties.
7. A silt fence will be required around the area of improvements to maintain debris in addition to any environmental or code requirements. The debris from the improvements shall be maintained to the degree that it does not adversely affect surrounding properties.
8. Any materials required to remain on site, such as rock or soil, shall be placed on the Owners property and covered when not being utilized. Measures should be taken to mitigate runoff. Any runoff shall be maintained at the earliest convenience. In the event of severe inclement weather, loose items or materials shall be removed prior to the event.
9. The property drainage requirements shall not be adversely affected by the improvements. Where soil and sod, including adjacent properties, are disturbed it shall be graded, as close as possible to the undisturbed condition and replaced with new sod, when applicable.
10. Where neighboring or adjacent, improved or unimproved, properties will be utilized for access or temporary usage such as storing materials or debris containers or any other use, a letter of approval from that properties owner shall be submitted to the HOA stating that they authorize the specified use.
11. The duration of construction shall take no longer than 9 months from the time approval is provided. All applicable penalties shall apply.

I have reviewed and understand the conditions as stated. I understand that clarification of these conditions can be provided at my request.

_____ at _____ on _____
(LOT OWNER NAME) (LOT OWNER ADDRESS) (DATE)

(LOT OWNER SIGNATURE)