

# Architectural Change Application

## Bay Tree HOA - Architectural Review Committee (ARC)

100 Pepper Lane, Jensen Beach, FL 34957

Name of Applicant/Homeowner	Address of Unit
Address of Applicant	Date of Application
Telephone Number of Applicant	Email of Applicant

### DESCRIPTION OF ADDITION OR MODIFICATION

Submit one (1) copy of this form for each proposed addition or modification accompanied where appropriate by floor plans, exterior elevations (all views), and site plan/property survey showing applicable setbacks, dimensions from property lines to proposed landscape, structures, etc. Include photographs, proposed colors, patterns, materials, and all additional information necessary for the ARC to make an informed decision. Submit this packet to [arc@baytree-hoa.com](mailto:arc@baytree-hoa.com) or the management company [ashleyb@watsonrealtycorp.com](mailto:ashleyb@watsonrealtycorp.com) at least 3 days before the next ARC meeting.

**The application review period begins when all required information is provided.**

**Select:**            Approval                            Routine Maintenance                            Emergency Repair

Describe the proposed additions or modifications

### APPLICANT ACKNOWLEDGEMENT

I acknowledge that I have read and understand this Application and the published Design Guidelines. **I understand that submission of the application does not guarantee approval and that any approval must be received in writing, prior to making the alterations sought in this application.** I understand the approval or denial is based on adherence to requirements and aesthetics of the proposed change, but does not certify the construction worthiness, structural integrity, or state and local approval of the proposed change. I understand that if I am digging, I or my contractor must contact the appropriate utilities prior to digging. I understand it is the owner's responsibility to follow all state and local building codes and setback requirements when making a change and that a building permit may be required. I understand that I may not deviate from the approved plans and variations will require a resubmission. (See conditions of approval on page 2)

Signature of Applicant	Date
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### CONDITIONS OF APPROVAL AND ACKNOWLEDGEMENTS

# Architectural Change Application

**Initial** the following to confirm your understanding

- \_\_\_\_\_ 1. Before you or your contractor digs, call Sunshine Utilities (800) 432-4770 to have your utilities marked. If necessary, contact the irrigation company to mark the irrigation wiring.
- \_\_\_\_\_ 2. All required permits must be obtained and properly displayed by the homeowner prior to work commencing.
- \_\_\_\_\_ 3. All colors are in accordance with the approved Design Guidelines. Color swatches are included in the Application.
- \_\_\_\_\_ 4. Homeowner is responsible for coordinating and costs for the capping of irrigation systems for any subsurface work proposed with the association's irrigation contractor. The homeowner must coordinate in advance with the irrigation contractor to have this work performed.
- \_\_\_\_\_ 5. Homeowner is responsible for maintaining, watering, pruning, trimming, and fertilizing all landscape materials approved by the ARC including the removal and installation of the material. No landscape materials may encroach on neighboring properties or common areas from inception to mature growth.
- \_\_\_\_\_ 6. Solar Panels. Piping, fasteners, and frames to solar panels must be painted to match the adjacent exterior structure color (e.g. roof, wall, or trim). It shall be concealed from view by neighboring lots and right of ways.
- \_\_\_\_\_ 7. Fences, Walls, & Hedges. No chain link fences are permitted. The composition, location, and height of any fence, wall, or hedge to be constructed shall be marked on the property survey. The mature height of any proposed landscape hedge must be disclosed.
- \_\_\_\_\_ 8. The homeowner is responsible for ensuring each contractor is in compliance with all Florida statutes for licensing and insurance.
- \_\_\_\_\_ 9. All potentially noisy work will be done between 7:30 am and 7:30 pm.
- \_\_\_\_\_ 10. If approved, this application is valid for six (6) months from the first date below. See ARC Design Guidelines

\*\*\*\*\* **ARC USE ONLY** \*\*\*\*\*

Additional Comments/Conditions:

Reasons for Rejection/Steps to Approval:

	[ ]	[ ]	
ARC Signature	Approved	Declined	Date
	[ ]	[ ]	
ARC Signature	Approved	Declined	Date
	[ ]	[ ]	
ARC Signature	Approved	Declined	Date
	[ ]	[ ]	
ARC Signature	Approved	Declined	Date