

Huntington Place

Architectural Review Board

ARB Application Instructions

November 11, 2020

To: Huntington Place Property Owners

From: Huntington Place
Architectural Review Board (ARB)

Re: Submitting application for changes or additions to be considered by the ARB.

When submitting an application for the Architectural Review Board's (ARB) consideration it is important for all property owners to provide the appropriate information so the ARB can make an informed decision. If information is missing that will delay the review and approval of the application.

Depending on the type of request some or all of the following may be required to be included with the application:

Copy of survey:

Needed for most exterior additions or changes, for example, fences, lanai changes or additions, sheds, pools, screen enclosures, landscaping improvements, well locations, out buildings, etc. Owners need to indicate on the survey where they are making exterior improvements, they need to show the setbacks from the property lines, the location of landscaping improvements, pools, etc.

Exterior Color Changes:

A color sample or the Sherwin Williams color name and color number(s) for any exterior color changes.

Paver Additions:

Color of pavers or an indication that they will match the existing pavers.

Owners seeking approval for pools, screen room addition, sheds, lanai or patio additions or improvements will need provide the following:

Survey or site plan showing where the addition will be and the setbacks from the property lines. Most reputable contractors will provide a site plan showing the relationship between the existing home and the proposed improvement.

Digital Submissions: Please submit the application and the attachments in a PDF format that is legible. The ARB cannot accept cell phone photos of the application and the attachments, they are typically not readable if we have to blow them up to read the setback dimensions or other info on the survey or site plan, or they have shadows, the paper is wrinkled, etc. so they are not legible. Please scan and email the application and attachments to Watson Property Management preferable in a PDF format. If you don't have access to a scanner snail mail them to Watson Property Management, they can scan them and send them to the ARB for review and approval.

Thank you for your cooperation.