

CEDAR ISLAND HOMEOWNERS ASSOCIATION OF FLAGLER COUNTY, INC.

Architectural Review Board Request Form (Rev 1: 9/12/2022)

Non-refundable application fee \$100.00. Please see instructions on reverse side.

Owner Name(s): _____ Lot No. _____

Mailing Address: _____ Lot Address: _____

Phone Number: _____ Email address: _____

Describe in detail your proposal, including size, materials, location, etc. Attach complete plans and specifications for any proposed work as indicated below.

Estimated start date: _____ Estimated completion date: _____

Information Required (to the extent applicable) (see Architectural Criteria for more information):

- **Survey** showing building setbacks, easements, elevation benchmarks, and topographical information
- **Site Plan** showing location and dimensions of all structures, pool patio, sidewalks, drives, decks, docks, fences and screening, drainage plan, location of any adjacent wetlands or water bodies, and impervious surface calculations
- **Landscape plan** showing location and spacing of proposed plant material, mulch and hardscapes; sod areas and grass species; proposed screening for trash receptacles and outdoor equipment including dimensions and material type and color; legend showing quantity, size and species of proposed plant material
- **Complete construction plans** drawn by a professional home designer or architect, to include floor plans with all dimensions clearly visible, foundation plan showing type of foundation and finished floor elevation; area table with heated, unheated and total square footage; all four elevations showing exterior finish materials, roof overhangs and pitch, wall height, overall building height and roofing material
- **Building specifications** to include type of construction (wood, steel, block or ICF); stucco or siding materials and patterns; roofing material, type and color; exterior trim materials (e.g. columns, brackets, shutters); exterior door type and style; window type, frame and color style; exterior stair and railing material; paint colors including main color, exterior doors and trim/accents
- **Environmental Report** before and after construction showing buffer and conservation easement area conditions and signage locations

Contractor: Name, address, phone, email: _____

If you are seeking a variance from any of the Architectural Criteria or Covenants and Restrictions, identify section of rules from which you are seeking a variance and why:

By signing this application, I/we hereby certify that I/we are the owner(s) of the Lot above, located in Cedar Island, Flagler Beach, FL, and that the statements contained herein are true and correct to the best of my/our knowledge. I/we also certify that we have read and agree to the Instructions for Architectural Review Board Applications on the reverse of this form and all other governing documents of Cedar Island HOA. I/we hereby grant permission to the ARB members, HOA Board of Directors, Property Manager or their designated agents to enter upon my/our property, upon request, to inspect the proposed project site, the project in progress, and the completed project, and that such entry does not constitute a trespass.

Homeowner signatures:

Date: _____

Date: _____

Cedar Island Homeowners Association of Flagler County, Inc.
Instructions for Architectural Review Board Applications

1. **NONREFUNDABLE** submission fee of \$100 must be submitted with form, payable to Cedar Island Homeowners Association of Flagler County, Inc. If approved, additional \$1,400 due within ten (10) days of applicant's receipt of final approval.
2. **NO WORK MAY BEGIN** until plans are approved in writing by the ARB.
3. **Compliance with Rules.** All work shall be in compliance with the Declaration of Covenants and Restrictions for Cedar Island and the Architectural Criteria for Cedar Island as revised August 2022. Please request a copy of these documents if you do not already have them and review them to ensure your project is in compliance prior to submittal of the application.
4. **Prerequisite to Application.** The ARB will not consider an application for review if the applicant is delinquent in paying HOA dues, special assessments or fines or has been notified of a violation which has not yet been corrected as of the date of the application submittal.
5. **Information Required.** The information to be submitted for review shall include but not be limited to the documents identified on the front of this application (contained in Section III of the Architectural Criteria for Cedar Island). You may include photos or the URL of a website showing the proposed color, material or item(s) to be installed, if you believe they may assist the ARB in its decision.
6. **Submittal address.** Applications, required documents and all communications should be submitted to Cedar Island Homeowners Association c/o Watson Assoc. Mgt., 435 S. Yonge St., Suite 3, Ormond Beach, FL 32174 - Phone 386-252-2661 - Fax 386-673-4943.
7. **Committee Approval/Disapproval.** Plans will be reviewed at the next scheduled meeting of the ARB after the submittal date. If a meeting of the ARB is not already scheduled for the next thirty (30) days after the date of the submittal, a special meeting of the ARB will be called to review the plans. The ARB shall give notice to the applicant, adjacent property owners, and the Board of the date, time and place of the meeting at which the plans are reviewed, in addition to the required 48-hour posting in the community. The applicant may (but is not required to) attend to answer questions concerning the submittal. Adjacent property owners may also offer comments on the application. At this meeting, the ARB will issue its decision to (i) approve the application submitted, (ii) approve the application with conditions, or (iii) deny approval. No approval shall be final until management company acknowledges receipt by countersigning the decision.
8. **Other Requirements:** Applicant is responsible for obtaining any necessary city, county, state or federal permits; any ARB approval is conditioned upon applicant obtaining any such governmental approvals as may be required. Obtaining city, county or state permits does not relieve the applicant from obtaining ARB approval for any matters which require ARB approval.
9. **Rescission of Approval.** The ARB may revoke or rescind the project approval and require the applicant to restore the property to its former condition at applicant's expense, if: (a) applicant fails to comply with the approved plans or any conditions attached thereto or otherwise deviates from the approved plans; (b) violates any other rules, restrictions or covenants of the HOA in carrying out the approved plans; (c) fails to commence work on the approved project within 180 days of approval; or (d) fails to complete the approved project by the date specified by the ARB.

FOR HOA USE ONLY:

Date form received at Watson: _____ Application fee received \$ _____ Check No. _____ Date: _____

Date Submittal documents reviewed _____ If deficiencies, date applicant notified of additional requirements _____

Date corrected documents received at Watson _____

Property inspection date _____ Property inspected by _____

ARB meeting date _____

Meeting decision (see attached ARB Decision) ____ approved ____ contingent approval ____ denied

If approved, final application fee received: \$ _____ Check No. _____ Date: _____

Cedar Island HOA - ARB Decision

Applicant _____

Project Address _____

Meeting Date: _____

___ Approved as submitted

___ Approved contingent upon: _____

___ Denied. Reason for denial _____

ARB Chair Signature

Date

Print name:

Management Company Signature

Date

Print name:
