

BISCAYNE POINTE HOMEOWNERS ASSOCIATION OF SANTA ROSA COUNTY, INC.
ARCHITECTURAL REVIEW COMMITTEE
ADDITION/ALTERATION APPROVAL APPLICATION

The following form is for use by all Biscayne Pointe Homeowners for additions and/or alterations to property. Per our C.C.&R.'s, Article III, all homeowners are required to submit an Architectural Review Committee (ARC) Approval form to Architectural Review Committee, for approval of any and all changes made to the exterior of their home and property. This includes front and rear yard hardscape as well as landscaping, plants, painting, etc. You may find the specific details on Page #2 Article #3 of the Biscayne Pointe C.C.&R.'s.

It is stressed that work MAY NOT commence until you have received written approval from the ARC. Please make certain to include the ARC form, drawings and any additional paperwork necessary for proper review of your project. Failure to do so will result in documents being returned to you, not approved, until the proper documents are supplied. Keep in mind that the Architectural Review Committee submittals are required to be processed in accordance to the C.C.&R.'s and all work must be in compliance with the requirements as defined in the C.C.&R.'s.

Description of "all" improvements:

1. Please describe all improvements in the appropriate ARC form section and on the plans.
2. Location of residence on lot and the dimensions from the lot lines, as well as measurements of improvements in relation to residence and lot lines.
3. Complete dimensions of improvements proposed. Include position of planters, plants, sprinklers, drains and drainage, and any other items that will be placed on, around or under ground. This includes both front, rear and side yards.
4. A complete description of materials and color schemes. The list is to include types of materials (cement, stone, brick, fir, oak, etc.) as well as the surface finish and color of paint. Plants and trees need to be indicated as to their descriptive name (type) as well as their location and distance to other references on the property.
5. Drawings to show affected elevations. These are to include footings for walls, patio footings, and structure (side and frontal view) showing complete design detail.

Your attention to these details will expedite the processing of your application and will assist the Architectural Review Committee in rendering decisions that will maintain the beauty and aesthetics of Biscayne Pointe.

Name: _____

Address: _____

Phone Number: () _____

I request approval to make the following changes to my property (check one or more):

- Alteration of an existing structure or property (i.e. landscaping, tree removal)
- Construction/addition of a new structure (i.e. deck, shed, pool, etc.)
- Pouring of concrete or asphalt
- Fence
- Other: _____

Description of the proposed construction/alteration, including dimensions:

Description of materials to be used, including colors:

Estimated Start Date: _____ Estimated Completion Date: _____

IMPORTANT: Attach a plan or drawing of the proposed construction/alteration. Show the structure's precise location on your lot and show distances from other structures and from lot and easement lines.

Signature

Date