

**PALM BEACH PLANTATION, H.O.A.  
8751 PALM BEACH PLANTATION BLVD.  
ROYAL PALM BEACH, FL 33411  
PHONE 561-204-6566  
ARCHITECTURAL REVIEW COMMITTEE (ARC) APPLICATION & FEE FORM**

APPLICATIONS FROM HOMEOWNERS WHO ARE NOT IN GOOD STANDING WILL NOT BE REVIEWED. APPLICATIONS WILL NOT BE ACCEPTED FROM CONTRACTORS OR RENTERS

**PLEASE NOTE: INCOMPLETE ARC APPLICATIONS OR MISSING APPLICATIONS FEES WILL NOT BE ACCEPTED FOR REVIEW**

**Kindly provide information regarding homeowners insurance coverage for self-performed home improvement or renovation work.**

Name: \_\_\_\_\_ Date \_\_\_\_\_  
Address: \_\_\_\_\_ E-MAIL \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

All changes or additions to the exterior of your house must be requested through the submission of an Architectural Application. Describe in detail the changes or modifications for which you are requesting approval:

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*It is understood that the changes or modifications which you are requesting:*

1. **WILL REQUIRE THAT THE HOMEOWNER** must follow all the rules set forth in the ARC Property Improvement Guidelines.
2. **WILL REQUIRE THAT THE HOMEOWNER** accepts responsibility to maintain any landscape changes that you make.
3. **WILL REQUIRE THAT** all irrigation work and inspections must be performed by the Association's irrigation contractor.
4. **MUST BE** started and completed in as timely a manner as possible. Upon approval, work must start within forty-five (45) days. Failure to start the work within the forty-five (45) day period will require submission of new ARC application.
5. **MUST NOT** be performed by unlicensed contractors.
6. **MUST NOT** be performed without the required permits from all applicable government agencies.
7. **MUST NOT** interfere with or obstruct easements on your property or the adjoining property.
8. **MUST NOT** damage landscaping or irrigation on your property, the property of a neighbor, or the common grounds of the Association. If any damage is caused, you will be held responsible for all repair costs.
9. **MUST NOT** cause a nuisance or interference with the peace or privacy of other people in the community.
10. **WILL NOT** be reviewed if your application has been deemed to be incomplete by the ARC Committee.

**You will be notified by the Architectural Review Committee of the Approval or Disapproval of your request for change/modifications within thirty (30) days of submission of a COMPLETE application.**

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DISAPPROVED** \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Returned/Incomplete: \_\_\_\_\_ Date Received/Complete \_\_\_\_\_

## **APPLICATION FEE (NON-REFUNDABLE):**

### **\$25.00 Application Fee:**

- General Modifications
- Lighting (Including Exterior and Landscape Lighting)
- Satellite Dish
- Door painting
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### **\$50.00 Application Fee:**

- Artificial Turf
- Hurricane Shutters / Bahama Shutters
- Permanent Basketball Pole
- Playground Equipment
- Poles
- Solar Panels
- Tiki Huts
- Windows and Doors
- House Painting
- Landscaping (New & Reconfigurations)

### **\$150.00 Application Fee:**

- Roofs
- Fence
- Building Addition
- Driveway Installation
- Patio Extension and Walkway
- Permanent Emergency Generator
- Pool Installation and/or Pool Equipment
- Screen Enclosure
- Underground Propane

**If work has been performed without ARC approval, the application fee is \$250.00- non-refundable.**

NOTE: The above application fee must accompany this form and all required documentation. No security deposit is required.

- **Fence, Patio and Pool Installations:** If you install a fence, patio, or pool please be advised of the following:
- **Grading:** Homeowners are responsible for ensuring the grading profile of the lot is restored to its original condition to provide for the proper drainage. As required by the EPA, a "Silt Barrier" must be installed around the entire excavation area to prevent runoff.
- **Equipment:** No equipment or materials are to be stored on the Association's Common Area Property or roadways. The homeowner is responsible for ALL costs to repair damage done to the Association's Common Area Property. Equipment being driven over the property can cause severe damage; therefore, pool excavation equipment must have rubber tracks and cannot exceed 29,000 lbs.
- **Irrigation:** Homeowners are responsible for ALL irrigation costs. All irrigation work, to move or cap lines, must be performed by the Association's irrigation contractor. Pre/post-irrigation inspections will be done for every project. Irrigation must be restored to 100% working order and Palm Beach County permits must be closed and documentation submitted if applicable.
- **Landscaping:** Homeowners are responsible for ALL landscape changes and restoring the landscape back to its original state. If trees are removed, they must be replaced 1 to 1 as close to the original site of the tree as possible. NOTE: Lack of water and proper grading may cause plantings, sod, trees, etc. to die.
- **Artificial Turf:** installation is permitted on the property's rear yard only. No turf installation will be permitted in the front yard. Applications for turf installation in side yards will be considered on an individual basis. However, for side yards, Homeowner agrees to reasonably detract from its street visibility by adding hedges or other plantings. Irrigation: All irrigation work, to cap or move lines, must be performed by the Association's irrigation contractor. Pre/post-irrigation inspections must be performed by the same. See Property Improvement Guidelines for specific turf information which can be found at pbphoa.com.
- **Codes:** Please be advised that all approvals are subject to Palm Beach County codes. Setbacks and permits conditions may be required. If at a later point, it is found that the Homeowner has not complied with these procedures or ordinances, the Homeowner will be held responsible for any charges associated to make changes as required by Palm Beach County.
- **Construction Projects:** Please also see Paragraph 1. Projects require 24-hour notice to the Association through the Mgmt. office BEFORE the start of any construction project. For Decks, Fences, Patios, Pools, Walls, etc. refer to all requirements in Paragraph 1.
- **Easement:** NOTE: The association does not have the power to change the conditions related to the use of easements that may exist on your property. Work within a casement may require the Homeowner to submit an ARC approval letter to the County for any proposed work. Contractors will advise if a letter is needed. However, ARC approval does not supersede the rights granted by a casement. Easements are typically granted to government agencies, utility companies, or other people who have been granted access to, on, or below your lot. In the event fences, plants or other items are installed within an easement, the Homeowner accepts responsibility for the removal of said items should the party who holds the rights to the casement want access to the property. People or companies holding these easements have free rights to full access and are not responsible for added items. The Association cautions the Homeowner to examine the deed and property survey to determine where easements may exist.
- **Electrical Related Installation:** Emergency Generator, Ext. Lighting, Landscape Lighting, Poles W/Lighting, Pools, Satellite Dish Security Cameras, Solar Panels - All exposed boxes, conduits, fittings, panels, & piping must be painted the existing color of the house
- **Fences:** Please also see Paragraph 1. Homeowners agree to reasonably detract from its street visibility by adding hedges or other plantings. Fences must be 5 ft. and gates must have a width of 52" minimum. White aluminum picket fences must have smooth top railing, no raised caps. This includes any repairs, replacement and/or removal that may be required by the Association or municipality. Irrigation and all affected landscaping, including plants and sod, will be inspected by ARC upon completion.
- **Landscaping:** Please also see Paragraph 1. Should the Homeowner remove any landscaping, the Homeowner agrees, by signing below, to bring all landscape back to its original condition within 10 days of receiving any notice from the Association. Homeowners are responsible for ALL associated costs to do so. This includes but is not limited to, relocating/removal of any landscape anywhere on the property as part of the landscape plan submitted for approval of items such as Artificial Turf, Fences, Patios, Playground Equipment, Pools, Screen Enclosures, etc. Additionally, please note if trees are removed, they must be replaced 1 to 1 as close to the original site of the tree as possible. **Fruit Tree Installations:** Fruit trees must be properly maintained and pruned keeping all branches within the Homeowner's property. Homeowners must not let the fruit litter the ground. See Property Improvement Guidelines and Approved Plant List for landscaping information. These can be found on pbphoa.com.
- **Outdoor Cameras/Outdoor lighting:** Require a Good Neighbor Agreement. The Homeowner agrees, by signing below, that any home security camera installed or planned for installation be placed in the least intrusive or visible location. Camera(s) are to be focused within the boundaries of the property and must not be directed at windows of adjacent neighboring structures or property which includes neighboring backyards, patios, pools, etc. The Homeowner also agrees that any lighting associated with any security camera(s) installed on the property will illuminate the Homeowner's property only using a minimum brightness as to not disturb any neighbors or adjacent structures or property.
- **Roofs:** Blue tarps must not be used. Only white shrink-wrapped tarps are permitted. Homeowners agree, by signing below, to minimize to the best of their ability the length of time roof covers/tarps and debris dumpsters will be used by choosing a construction plan to best accomplish this. Overall construction shall not exceed three months after receiving approval to begin work.
- **Solar Panels:** All exposed boxes, conduits, fittings, panels, and piping must be painted to match the existing color of the house. I/We agree to abide by all the above conditions, and I/We also understand that failure to do so will result in fines/violations against the property.

Homeowner's Signature \_\_\_\_\_ Date. \_\_\_\_\_

See **ARC Property Improvement Guidelines for additional information. This can be found at [www.pbphoa.com](http://www.pbphoa.com)**

**A\_** Installation Plans/ Sketch Drawn by Contractor (8.5" x 11") Location and placement of all items including equipment or plants. (Fences - Must be 5. high with gates being 52" minimum. White aluminum picket fences must have a smooth top railing, no raised caps.) (Landscaping- Must include plant type, height of plants at planning & height of plants at maturity.); (Pools - Must include fence/screen info.) (Solar Panels - Drawings of size, quantity & location of panels. All conduits for solar panels MUST be painted exterior color of the home.)

**B\_** Color of Finish (Painting - Color photo of front of house. Write color schemes and label all areas of home correctly with color names/codes.); (Patio/Driveway/Walkway - Actual sample of pavers); (Roofs - Actual sample of material for Jes or metal. No blue tarps are allowed.)

**C\_** Copy of Homeowner's Property Survey Indicating Location of Changes Or Modifications (Not required for Garage/Coach Lights)

**D\_** Copy of Contractor's Proposal

**E\_** Copy of Contractor's Occupational License (Paint contractors MAY NOT use a pressure cleaning license.)

**F\_** Copy of Contractor's General Liability Insurance and Worker's Compensation Certificate (Must match name on occupational license.) (Certificate holder must be listed as Palm Beach Plantation H.O.A., 8751 Palm Beach Plantation Blvd., Royal Palm Beach, FL 33411.)

**G\_** Pre and Post-Irrigation Inspections Performed by Association Irrigation Contractor

**H\_** Fence/Screen Enclosure Details (Showing size and color.)

**I\_** Site Plan Showing Contractor's Access Routes On The Actual Property (This site plan must be signed off by ALL NEIGHBORS using Item Q.)

**J\_** Debris Removal Plan (Must include duration dumpster will be on lot and show placement of dumpster.)

**K\_** Photos and Specifications of Products - Must Show Size, Style and Color (Actual sample of artificial turf.)

**L\_** Landscape Changes 8.5" x 11" Drawing Of Entire Project On 1 Page (Must include all plant types, heights at planting and heights at maturity.) (See Property Improvement Guidelines and Approved Plant List for landscaping information. These can be found at pbphoa.com)

**M\_** \$150 Fee (Money Order or Cashier's Check made out to Palm Beach Plantain H.O.A. Make sure the property address is on it.) (Building Addition; Driveway Installation; Generators; Pao Extension; Pools; Roof; Screen Enclosure; Underground Propane Tank; Walkways)

**N\_** \$50 Fee (Money Order or Cashier's Check made out to Palm Beach Plantation H.O.A. Make sure the property address is on it.) (Artificial Turf; Basketball Pole - permanent; Fences; Hurricane Shutters; Landscaping- new and configuration of landscape beds; Painting - entire house; Playground Equipment - if installation requires ground penetration; Poles; Shade Structures; Solar Panels; Tiki Huts; Windows/Doors)

**O\_** \$25 Fee Check (Money Order or Cashier's Check made out to Palm Beach Plantation H.O.A. Make sure the property address is on it.) (General Modification; Guers; Lights; Painting - 1 single door only; Satellite Dish)

**P\_** Copy of County permit and final inspection approval must be provided prior to ARC final inspection.

**Q\_** Good Neighbor Agreement (ALL NEIGHBORS must sign the agreement acknowledging they are aware of the access routes between the homes.)

**R\_** Before Photos PROJECT REQUIRES photos of the entire area before any changes or modifications have been made. (Ex: Fences - 1 showing the entire space of the backyard & additional photos of side yard areas; Pools - **1** photo showing the entire space of the backyard; Shutters - 4 photos needed - 1 for each side of the home.)

Artificial Turf: (A, C, D, E, F, G, J, K, L, N, R)	Permanent Emergency Generator: (A, B, C, D, E, F, G, L, M, P, R)
Building Addition: (A, B, C, D, E, F, G, L, M, P, R)	Playground Equipment: (A, C, E, F, K, L, N, R)
Driveway Installation: (A, B, C, D, E, F, G, L, M, P, R)	Poles: (A, 8, C, D, E, F, G, I, J, N, Q, R)
Fence Installation ( Gates Must Be A Minimum 52" Wide) : (A, 8, C, D, E, F, G, K, L, N, P, R)	Pool Installation And/Or Pool Equipment: (A, B, C, D, E, F, G, H, L, M, P, R)
General Modification: (A, E, F, K, O, R)	Roofs (New & Modifications): (A, B, C, D, E, F, G, I, J, M, P, Q, R)
Gutters: (B, C, D, E, F, K, O, R)	Satellite Dish: (A, O)
Hurricane Shutters ( Bahama Shutters Also Req. Paint App. & Fee. ): (E, F, K, N, P, R)	Screen Enclosure (A, C, D, E, F, G, H, L, M, P, R)
Landscaping (New & Reconfigurations): (A, C, D, E, F, G, L, N, R)	Shade Structures: Fabric Roofed Structure, Gazebo, Pergola: (A, B, C, D, E, F, G, K, N, P, R)
Lighting (Including Exterior and Landscaping Lighting): (C, K, O, R)	Solar Panels: (A, C, E, F, K, N, P, R)
Painting (House - Fee \$50): (B, E, F, N) Painting (1 Door Only - Fee \$25) (B, E, F, O)	Tiki Huts: (A, B, C, D, E, F, G, I, J, N, Q, R)
Patio Extension & Walkway: (A, B, C, D, E, F, G, L, M, R)	Underground Propane Tank: (A, C, D, E, F, G, L, M, P, Q, R)
Permanent Basketball Goal: (A, B, C, D, E, F, L, N, R)	Windows/Doors ( Doors Also Req. Paint App. & Fee. ): (A, C, D, E, F, K, N, P, R)