

Heritage Oaks at Tradition Homeowners' Association, Inc.

ARCHITECTURAL APPLICATION

9871 SW Glenbrook Dr.

Port St. Lucie, FL 34987

P: 772-323-2004 F: 772-878-1519

ARC@HERITAGEOAKSHOA.NET

NAME _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

EMAIL: _____

SIGNATURE _____ DATE _____

Describe in detail the changes or modifications for which you are requesting approval:

Please complete and sign this form and attach the following information:

1. A sketch of work to be done.
2. Copy of homeowner's property survey indicating location of changes or modifications.

If you are using a contractor for ANY PART of the project, you must include:

1. Copy of the contractor's proposal.
2. Copy of the contractor's occupational license.
3. Copy of the contractor's liability insurance certificate.
4. Copy of the contractor's workers compensation insurance certificate.
5. Copy of the contractor's automobile insurance.

Materials you **may** need to provide for the Architectural Review Board to make a decision on your request include:

1. A picture, drawing or advertising materials displaying the items you are requesting for installation.
2. A sample of the type and texture of any building materials that may be used on the project.
3. A sample of the color of paint and other materials that may be used on the house exterior.
4. Any other materials or information that may assist in Association evaluation of the project.

It is understood that the changes or modifications, which you are requesting, may not:

1. Damage landscaping on your property, that of a neighbor or the common grounds of the community.
2. Cause a nuisance or interference with the peace and privacy of other residents in the community.
3. Be performed by unlicensed contractors.
4. Be performed without the required permits from all governmental agencies.

You will be notified within thirty (30) days of Architectural Review Board approval or disapproval of your request for changes or modifications. On approved applications: Work must commence within thirty (30) days of approval and be completed within a minimum time period.

Approved _____ Disapproved _____

Authorized Signature _____ Date _____

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Clarification of the Architectural Process

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The Architectural Review Board must review any exterior changes or modifications to the property of a Member of the Association **prior** to the commencement of any work. The official Architectural Approval Application form must be used. The following points are detailed to clarify the Architectural Application Review Process.

If the work is to be done **entirely** by the homeowner, the following must be supplied:

1. Completed Architectural Application Form.
2. A sketch of work to be performed.
3. A copy of the Homeowner's property survey indicating the location of any changes or modifications.

If a contractor is being used for **any part** of the work, **in addition to the above**, the following must be supplied:

1. A copy of the contractor's proposal.
2. A copy of the contractor's occupational license.
3. A copy of the contractor's liability insurance certificate.
4. A copy of the contractor's workers compensation insurance certificate.
5. A copy of the contractor's automobile insurance.

PLEASE NOTE: The license and insurance information for any contractor **IS NOT** on file with Bristol Management Services. These documents expire every year and it is the responsibility of the contractor to supply this information along with their proposal to the Homeowner who is filing an Architectural Application Form with the Architectural Review Board.

Additionally, the following **MAY** be required upon request by the Architectural Review Board:

1. A picture, drawing or advertising materials displaying the items you are requesting for installation.
2. A sample of the type and texture of any building materials that may be used on the project.
3. A sample of the color of paint and other materials that may be used on the house exterior.
4. Any other materials or information that may assist in Association evaluation of the project.

The review process of up to thirty (30) days begins only when all the necessary information is received by Bristol Management Services, and the package is deemed to be complete and ready for review by the Architectural Review Board.

ARC Application

Name & Address: _____

We are in receipt of your request for architectural changes to your property. Please be advised of the following:

1. The owner is required to locate the current irrigation system lines/valve boxes/electrical lines & connections/sprinkler heads prior to digging. You must contact Coastal Irrigation at 772-766-0002 or HOSprinklers@aol.com to have this done. There is no charge for this.
2. Any irrigation system changes are the responsibility of the owner. If the irrigation system must be rerouted around your architectural changes, a detailed estimate will be provided to you by Coastal Irrigation.
3. Before an approval is given to proceed with your architectural changes this form must be returned to Bristol Management.
4. Any subsequent damage to the irrigation system is the responsibility of the owner.
5. A final inspection by Coastal Irrigation will be required after the work has been completed.

* * *

To be completed by Coastal Irrigation

Property has been inspected . . .

Location of irrigation system has been marked	YES / NO	Initial & Date _____
Irrigation changes required (Summary attached)	YES / NO	Initial & Date _____
Irrigation changes completed (Summary attached)	YES / NO	Initial & Date _____
Architectural work completed, no irrigation problems	YES / NO	Initial & Date _____