

**EAST BAY PLANTATION HOA**  
**ARCHITECTURAL REVIEW CONTROL (ARC)**  
**APPLICATION**

**HOMEOWNER INFORMATION**

*Homeowner name(s) below must appear on the property's title as recorded at the Clerk of the Circuit and County Court Brevard County, Florida.*

Homeowner(s) Name:

Property Address:

Home Phone:

Cell Phone:

E-Mail Address:

**ONLY ONE (1) ITEM MAY BE REQUESTED PER APPLICATION**

**\*\* INDICATES THAT A SKETCH/DIAGRAM MUST BE SUBMITTED WITH APPLICATION \*\***

- |   |   |
|---|---|
| <p><input type="checkbox"/> Exterior Paint Color(s), including door (samples required)</p> <p><input type="checkbox"/> Front Screen Door (denote color)</p> <p><input type="checkbox"/> Front Storm Door (denote color)</p> <p><input type="checkbox"/> Storm Shutters (denote color)</p> <p><input type="checkbox"/> Screen Garage Enclosure</p> <p><input type="checkbox"/> (denote color)</p> <p><input type="checkbox"/> ** Screen Front Porch Enclosure (denote color)</p> | <p><input type="checkbox"/> ** Landscape plan/concrete borders</p> <p><input type="checkbox"/> ** Fence plan {(indicate location, type, and height) Plans must comply with all rules and restrictions for the HOA and a copy of the permit must be submitted}</p> <p><input type="checkbox"/> ** Screen room or addition to the house (denote size, color, and materials)</p> <p><input type="checkbox"/> Other (be specific)</p> <p>_____</p> <p>_____</p> |
|---|---|

Additional Comments / Descriptions (if needed):

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURES**

**NOTE: PLANS ARE REVIEWED FOR THE LIMITED PURPOSE OF DETERMINING AESTHETIC COMPATIBILITY WITH THE COMMUNITY IN GENERAL IN THE SUBJECTIVE OPINION OF THE APPROVING AUTHORITY AND WHETHER THE PLAN IS IN COMPLIANCE WITH THE ARCHITECTURAL REQUIREMENTS OF THE DECLARATION OF COVENANTS AND RESTRICTIONS, AND THE CURRENT HOA REGULATIONS. PLANS ARE APPROVED/DISAPPROVED ON A LIMITED BASIS. NO REVIEW HAS BEEN MADE WITH RESPECT TO FUNCTIONALITY, SAFETY, COMPLIANCE WITH GOVERNMENTAL REGULATION, OR OTHERWISE AND NO APPROVING AUTHORITY EXPRESSLY DISCLAIMS LIABILITY OF ANY KIND WITH RESPECT TO SUBMITTED PLANS, THE REVIEW THEREOF, OR ANY STRUCTURES BUILT PURSUANT THERETO, INCLUDING, BUT NOT LIMITED TO LIABILITY FOR NEGLIGENCE OR BREACH OF EXPRESS OR IMPLIED WARRANTY.**

Signature of Homeowner:

Date:

**ASSOCIATION USE ONLY**

Date Application Received:

Conditions Imposed by ARB:

Disposition: Approved or Denied

Permit: Required - Yes / No   Submitted - Yes / No

Signature of ARC Director:

Date:

Signature of Board Member:

Date:

Final Approval - Signature of ARC Member:

Date:

## **INSTRUCTIONS AND GUIDELINES**

1. According to the HOA covenants, each application is reviewed by the ARC and then approved or disapproved accordingly.
2. If an application is disapproved because the ARC requires more information and the homeowner then supplies the information, the ARC will once again consider the application for approval or rejection. A period of 60 days will be allowed for the additional information to be submitted. After that time, a new application will be required.
3. The HOA shall have 30 days from the receipt of the application for the request to be approved or rejected. Homeowners may not begin the project until they have received written approval from the ARC committee. Any work done before approval will be at the homeowner's risk and expense if in violation of HOA regulations or established covenants.
4. In addition to compliance with HOA regulations and covenants, ARC approval requires copies of any necessary permits from Brevard County and/or the City of Melbourne. If permits are required, a copy of the post-construction inspection certification shall be submitted with the ARC application.
5. Upon completion of work, the homeowner must advise the HOA so an ARC member may review and submit final approval.

### ***OWNER INFORMATION***

1. An ARC application and supporting papers must be submitted. Only one item may be requested per application.
2. ARC approval is required for, but not limited to: house and trim paint, front door paint, fences, storm/screen doors, screen enclosures, pools and hot tubs, concrete borders, trees, new flower beds, water softeners, widening driveways with concrete or pavers, antennas, gutters, as well as modifications and additions to houses and structures. All materials must be compliant with the architectural standards as written in the East Bay Plantation Declaration of Covenants under the Architectural Review Section.
3. Call 811 before you dig, and somebody will be out to mark your utility lines within 48-72 hours.