

PGA PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL REVIEW SUBMITTAL
CHECKLIST AND APPLICATION

Date: _____ PROPERTY ADDRESS AT PGA: _____

COMMUNITY WHERE PROPERTY IS LOCATED: _____

OWNER NAME: _____

OWNER MAILING ADDRESS: _____

OWNER PHONE NUMBER: ____ (561) _____

BLUEPRINT PLANS **ONLY** must be in triplicate (addition plans, elevations, screen & pool plans, etc.). Only **ONE** copy is required for all other submittals. **THE ARC MAY, AT ITS DISCRETION, REQUIRE PLANS FOR ADDITIONS OR STRUCTURAL EXTERIOR CHANGES TO BE PREPARED, SIGNED AND SEALED BY AN A.I.B.D. CERTIFIED DESIGNER OR REGISTERED ARCHITECT. ADDITIONAL ITEMS MAY BE REQUIRED (SUCH AS PAINT SAMPLE ON WALL OF HOUSE) FOR CONTROVERSIAL OR UNCOMMON REQUESTS.**

ADDITION

- _____ Site plan showing set backs
- _____ Floor plans/Architectural drawings SEALED (in **TRIPPLICATE**)
- _____ Elevations
- _____ Wall sections
- _____ 4" x 6" Photos of home showing location to be modified
- _____ **\$150. Application fee**
- _____ **Deposit required** (per schedule)

FENCE

- _____ Site plan showing set backs
- _____ Fence detail drawings and copy of contract
- _____ Fence must be located two feet inside property line with hedge installed
- _____ Information on type of hedge to be installed along outside of fence
- _____ 4" x 6" Photos of area which will be fenced
- _____ **\$50. Application fee**

HURRICANE SHUTTERS – NO ACCORDION SHUTTERS ON ARCHED WINDOWS

- _____ Photos of all windows and doors which are going to have shutters installed (number the windows)
- _____ Building footprint showing location of windows (please number windows to match photos)
- _____ Copy of contract clearly identifying what type of shutters are going on each opening.
- _____ **(2) Checks Please (made payable to PGA POA) - \$50 Application fee and \$100 Refundable deposit**

LANDSCAPE CHANGES

- _____ Landscape drawing and contract showing location, size, type and quantity of proposed landscaping (NOTE: If it is a complete landscape re-design, plans must be submitted in TRIPLICATE). Must show existing landscaping
- _____ 4" x 6" Photos of existing landscaping and copy of contract
- _____ **\$200. Application fee** for major landscaping **–OR–**
- _____ **\$25. Application fee** for minor landscaping

PAINTING

- _____ 4" x 6" Photo of house to be painted
- _____ 4" x 6" Photos of neighboring homes to right and left of applicant
- _____ Color 8 1/2" X 11" sample(s) – NOTE: REQUEST "DRAW DOWN SAMPLE" FROM PAINTER
- _____ Copy of contract
- _____ **\$25. Application fee**

SCREEN ENCLOSURES

- _____ Site plan showing set backs (Clearly indicate whether over existing patio)
- _____ Screen drawings and copy of contract
- _____ 4" x 6" Photos of affected area
- _____ **\$35. Application fee**
- _____ **Deposit required** (unless screen is installed over existing patio)

POOL

NOTE: City ordinance requires a fence or screen enclosure for all pools. When application for pool approval is submitted, a screen or fence application must accompany the pool application.

- _____ Site plan showing set backs and location of pool and deck to scale (must also show fence or screen).
- _____ Pool detail drawings and copy of contract with scope of work.
- _____ **\$100. Review fee** (Note: This fee includes the pool and fence or screen).
- _____ **Deposit (per schedule).**

SOLAR PANELS

- _____ Roof plan showing location of proposed solar panels
- _____ 4" x 6" Photos of home (facing area where panels are to be installed – NOT FRONT)
- _____ Panel Details and copy of contract
- _____ **\$50. Application fee**

ROOF

- _____ Roofing contract proposal
- _____ Roof tile sample.
- _____ 4" x 6" Photos of house and neighboring homes to right and left of applicant
- _____ **\$25. Application fee**
- _____ **Deposit required (per schedule)**

GENERATOR

- _____ Brochure or specifications of unit and copy of contract
- _____ Site plan showing where unit will be located
- _____ Photo of area where unit will be installed
- _____ **\$25. Application fee**
- _____ **\$1500. Construction Deposit (for cement pad)**

PLEASE NOTE:

YOU MAY MARK OUT PRICES WHERE "COPY OF CONTRACT" IS REQUESTED. THE PURPOSE OF PROVIDING THE CONTRACT IS TO ENSURE ALL POA SPECIFICATIONS ARE BEING MET.

PHOTOS SHOULD BE TAKEN SO THAT THE ARC CAN DETERMINE HOW THE CHANGE WILL AFFECT THE HOUSE AND/OR NEIGHBORHOOD. IN THE CASE OF PAINTING OR ROOFING, BE SURE COLORS ARE CLEAR. IN THE CASE OF LANDSCAPING, PLEASE TAKE THE PHOTOS FAR ENOUGH AWAY SO THAT THE ARC CAN SEE HOW THE PROPERTY WILL BE AFFECTED (I.E.: NO CLOSE UPS OF TREES!)