

# HAWKS POINT HOMEOWNERS ASSOCIATION, INC

## ARCHITECTURAL REVIEW APPLICATION

MAIL APPLICATION TO: P.O. Box 18809 Sarasota, Florida 34276

OFFICE: (941) 870-4920

EMAIL: arb.hawkspointsouthshore@gmail.com

EMAIL MUST BE RECEIVED BY EMAIL OR MAIL ONLY. FAXED APPLICATIONS WILL NOT BE PROCESSED

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ CELL/WORK PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

In accordance with the Declaration of Covenants, Conditions and Restrictions and the Association's Rules and Regulations, installations must conform to this approval and the Association's guidelines. I hereby request your consent to make the following change, alteration, renovation and/or addition to my property.

### CHECK ONE PER APPLICATION

FENCE  SWIMMING POOL  PATIO  SCREEN ENCLOSURE  EXTERIOR COLOR  LAWN REPLACEMENT  
 LANDSCAPING  LAWN ORNAMENT  OTHER \_\_\_\_\_

- 1) Attach a copy of the property survey that shows the locations of the proposed change, alteration, renovation, or addition.
- 2) Attach drawings of your plan(s) or any contractor proposal.
- 3) Attach color photos or project and all color samples/descriptions

NOTE: APPLICATIONS SUBMITTED WITHOUT A COPY OF THE SURVEY, DRAWING, COLOR SAMPLE OR PHOTO WILL BE CONSIDERED INCOMPLETE. IF AN APPLICATION IS INCOMPLETE, IT WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU.

### I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

1. No work will begin until written approval is received from the Association. You have **6 months** from the approval date to complete the work. If not, then you **must re-apply** for approval.
2. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
3. All work will be performed and in a manner that will minimize interference and inconvenience to other residents.
4. I assume all liability and will be responsible for any and all damages to other lots and/or common area, which may result from performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors, and employees who are connected with this work.
6. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
7. Upon receipt Sunstate Association Management Group will forward the application to the Association. A decision by the Association may take up to 30 or more days, depending on the Association documents. I will be notified in writing when the application is either approved or denied.

ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THEIR ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS.

Signature of Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

This application is hereby:  Approved

Disapproved

Date \_\_\_\_\_

Signature \_\_\_\_\_

Comments \_\_\_\_\_

Date Received from Owner \_\_\_\_\_ Given to Committee \_\_\_\_\_ Mailed to Owner \_\_\_\_\_

## ARCHITECTURAL REVIEW CHECKLIST

\*\*Please keep for your reference\*\*

Please include all of the following when submitting application

- \_\_\_\_\_ Homeowner in good standing with the HOA
- \_\_\_\_\_ Deposits/Application Fee, if applicable \$ \_\_\_\_\_

### Porch/Patio/Screen Enclosures:

- \_\_\_\_\_ Complete application signed
- \_\_\_\_\_ Type of materials to be used color/finish
- \_\_\_\_\_ Photo sample showing color and design
- \_\_\_\_\_ Lot survey plan showing location of proposed addition with dimensions
- \_\_\_\_\_ Contractor plans, including scaled drawing showing elevations including length, width and height of addition, showing door/window locations.

### Fences:

- \_\_\_\_\_ Complete application signed
- \_\_\_\_\_ Type of materials to be used
- \_\_\_\_\_ Lot survey plan showing location of fence on site with footage
- \_\_\_\_\_ Contractor plans, including scaled drawing showing footage, gates and setbacks
- \_\_\_\_\_ Sample photo or brochure showing design and color (including gates)

### Landscaping:

- \_\_\_\_\_ Complete application signed
- \_\_\_\_\_ Landscaping plan drawing and plants and other materials indicated
- \_\_\_\_\_ Photo samples of plants/trees, decorative rock, mulch or border material
- \_\_\_\_\_ Lot survey plan showing locations and landscaping or curbing

### Pool/Spa:

- \_\_\_\_\_ Complete application signed
- \_\_\_\_\_ Lot survey plan showing location or proposed addition with dimensions
- \_\_\_\_\_ Contractor plans, including scaled drawing showing dimensions or pool and pool decking
- \_\_\_\_\_ Location of pool equipment and material to hide from view
- \_\_\_\_\_ Photo samples of pool and pavers/tiles (materials) being used

### Paint:

- \_\_\_\_\_ Check community approved paint colors; pick a color scheme from book, if applicable
- \_\_\_\_\_ Paint scheme numbers—indicate body, trim, door, garage
- \_\_\_\_\_ Paint color samples (in color)  
\*do not need lot survey\*

### All Other Requests:

- \_\_\_\_\_ Completed application signed
- \_\_\_\_\_ Lot survey plan showing location of proposed addition with dimensions
- \_\_\_\_\_ Contractor plans, including scaled drawing showing dimensions of addition
- \_\_\_\_\_ Photo samples showing color and design