



**HARBOR CONCORSE HOMEOWNERS ASSOCIATION, INC.
APPLICATION FOR ARCHITECTURAL REVIEW BOARD (“ARB”)**

Please mail your completed request and a check or money order payable to Property Management Systems, Inc. in the amount of \$45.00 to:
PMSI, P.O. Box 1987, Yulee, FL 32041-1987 Date: _____

Name: _____ E-mail: _____

Address: _____ Lot#: _____

Phone: _____ Estimated Completion Date: _____

Home is adjacent to: Preserve Lake Another Home Corner

SIGNATURE: _____

By signing this document, you understand that you are: responsible for obtaining any necessary permits required by government agencies (Federal, State, or Local), and you are responsible for any damages made to HOA or neighboring property(s). You also acknowledge that a member of the Architectural Review Board (ARB) may enter your property, after notifying you, to inspect and make a decision regarding your application. You also agree that you will complete the work as approved by the ARB.

1. This document is provided to assist you in submitting your request for approval to the Architectural Review Board for improvements you wish to make on your property. Upon receipt of all necessary information (stated below), your request will be processed in the order in which it is received.
2. It is important that the homeowner carefully reads the Declaration of Covenants and Restrictions (DC&R) provided at closing before submitting any request for approval of improvements. Also read the Architectural Guidelines (AG) and the Neighborhood Rules (NR) found on ComWeb.
3. Attach a COPY of the FINAL BOUNDRY SURVEY provided at closing to this request.
4. Outline the exact location of your request on the survey, including in your documentation the exact dimensions, type of materials, colors, and any other pertinent information on the survey. If building an addition or screen enclosure, please include a picture or drawing showing elevations of structure.
5. The Architectural Review Board is allowed Thirty (30) days to process and initially approve/disapprove your request.
6. Upon completion of the project, you will email the ARB at hccarbcomplete@gmail.com requesting an inspection to ensure all items were completed in accordance with the approved ARB Request.
7. All approvals/disapprovals from the Architectural Review Board will be in writing and will be returned through the U.S. Postal Service or email.

PROPERTY IMPROVEMENT REQUEST:

(In writing, please include a complete description of your request including, dimensions, drawings or pictures, materials being used, colors, etc.)

HARBOR CONCOURSE HOMEOWNERS ASSOCIATION, INC.
APPLICATION FOR ARCHITECTURAL REVIEW BOARD (ARB)

Name: _____

(Completed by PMSI/ARB)

Date Application Initially Received by PMSI: _____

Date Application Received by ARB: _____

Date ARB Completed Initial Review: _____ Date Application sent to PMSI from ARB: _____

Date Initial Letter sent to Homeowner by PMSI: _____



HARBOR CONCURSE HOMEOWNERS ASSOCIATION, INC.

APPLICATION FOR ARCHITECTURAL REVIEW BOARD ("ARB")

Name: _____

The following information and supporting documents are required to be sent with this application form. Incomplete applications will not be accepted.

** A SURVEY MARKED WITH PLAN LOCATIONS MUST BE SUBMITTED WITH ALL APPLICATIONS EXCEPT PAINTING**				
DRIVEWAY EXTENSION	GARBAGE CAN ENCLOSURE	LANDSCAPING	PAINTING OR OTHER	PATIO
__ surveyed site plan marked with exact location of driveway extension __ specific information on what product is being used to extend driveway __ specific color of product __ dimensions of extension. __ Note limitations found in AG Section 3, 6. Driveways and DC&R Section 10.20	__ surveyed site plan marked with exact location for enclosure __ follow NR Section 4. __ picture/diagram of the type of enclosure __ color of enclosure __ dimension of base & height of enclosure __ planned base for enclosure	__ surveyed site plan marked with exact location of landscaping __ Landscape Plan __ Follow AG requirements and Florida Friendly Landscape (FFL) guidelines. See Section 2, 3 Landscape Standards __ List all plant, shrubs, trees, as part of a table with description, size, count, height, and spacing __ Follow DC&R Section 10.13 when applicable	__ Color samples for each color being used __ House Color __ Trim Color __ Garage Color __ Door Color __ Shutter Color __ Shutter Removal __ photo of your home to show current color __ photos of surrounding homes	__ surveyed site plan marked with exact location of patio and/or patio extension __ same grade as the existing patio Size ____ X ____ __ elevations if extending structure of home Material: _____ Color: _____ __ additional landscape around corners of hardscape __ Follow all requirements found in the AG
PRIVACY FENCE	SCREENED ENCLOSURE	SWIMMING POOL	TREE REMOVAL/REPLACEMENT	OTHER
__ surveyed site plan marked with exact fence location __ 6' white vinyl __ 4' black aluminum __ 4' black wrought iron __ Follow AG Section 4, 5 Walls and Fences. Requirements __ Follow AG Section 3, 3 Standard Setbacks and DC&R Section 10.19	__ surveyed site plan marked with exact location of screened enclosure __ brochure, picture, or diagram __ engineering plans __ existing lanai __ architectural shingles __ additional landscape __ Follow any requirements found in the AG	__ surveyed site plan marked with exact location of pool and/or spa __ engineering plans __ elevation plans __ picture/diagram of item Pool will be enclosed by: __ existing fence __ new fence (follow section on privacy fence) __ screened enclosure (follow section on screened enclosure) __ additional landscape __ Follow any requirements found in the AG	__ surveyed site plan marked with exact location __ Statement of why tree(s) need to be removed __ pictures of tree(s) and tree(s) in proximity to home. __ statement of replacement tree with description, size, height, and specific location __ Follow AG requirements and Florida Friendly Landscape (FFL) guidelines __ Follow DC&R Section 10.13	__ surveyed site plan marked with exact location of change if applicable __ statement of work to be done __ engineering plans __ photos, pictures, etc of item(s) to be used __ colors and description of materials to be used __ anything else to provide a complete picture of changes being requested __ Follow any requirements found in the DC&R, AG, and NR

DC&R = Declaration of Covenants & Restrictions AG = Architectural Guidelines NR = Neighborhood Rules

Date Homeowner emailed the ARB for Inspection of Completed Project: _____

INSPECTION REVIEW
(Completed by PMSI/ARB)

Approved
 Approved as Noted
 Disapproved & Why

Inspection by: _____
Date: _____

Inspection by: _____
Date: _____

Date Final Inspection Review Completed: _____
Letter Issued: _____

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Notes from Inspection:
