

OBSERVATION POINTE HOMEOWNERS' ASSOCIATION, INC.
Architectural Control Committee

NEW HOME CONSTRUCTION

A \$200 fee is required.

Please mail or email to:

Association Management Support & Services, Inc.
Post Office Box 3621
Tallahassee, Florida 32315
observationpointehoa@gmail.com

To be Completed by Applicant:

Name: _____

Property Address: _____ Lot #: _____

Contact Phone #: _____ Email: _____

I am requesting to construct a new home at the above address. Attached to this request is the following documentation due with the application. (Be sure to include the name of the builder and architect.)

- Site plan drawings including driveway with topographic, if any, including 2' contours.
- Floor plan drawings.
- Drawings of all four elevations showing existing and finished grades, including 2' contours
- Tree removal drawings showing final grading with 2' contours
- Roofing and siding materials specifications, including product name and color
- Drawings of plans and elevations of all deck drawn to a commonly used scale (1/4" = 1'), if applicable

I will supplement the above documents with the following four weeks prior to construction/installation:

- Exterior materials including roofing and siding to be used with manufacturer, product name and number. Include clipping(s) or picture(s). Indicate which paint color(s) chosen from ACC approved paint colors. Please limit attachments to 8 1/2 x 11.
- Exterior lighting and fixture plan
- Fences, walls, gazebos, screens and water features w/elevations
- Landscape & planting plans

1. I understand that it is my responsibility to comply with all applicable Building and Zoning Codes and that approval of this application by the Architectural Control Committee shall NOT be construed as a waiver of any such restrictions.
2. I understand that plans and review fees must be submitted and application must receive **FINAL** approval before any work may begin.
3. I understand that applications usually take no longer than 45 calendar days for complete review and action once sufficient documentation has been provided.
4. I understand a copy of this application along with the Committee's findings shall be returned to me after action by the Architectural Control Committee.
5. I represent and warrant that the proposed plans herein conform to the appropriate architectural guidelines as described in the Observation Pointe Covenants.
6. I understand and agree that if approved, the approval of the work requested is good for 6 months and if work is not completed within that time, I will inform the chairperson of the Architectural Control Committee as to why and when the work will be completed.

Name: _____

Property Address: _____

Lot #: _____

ARCHITECTURAL CONTROL COMMITTEE FINDINGS:

Your application for _____ is APPROVED as submitted. The original of this application will be retained for the permanent records of the Committee and a copy is being returned to the applicant. All modification(s) must be completed in accordance with the approved plans. Any change or deviation from these plans must receive Committee approval. Please be advised that a general contractor sign may be installed at your Lot to help identify the work site for subcontractors. This sign can be no larger than 24" X 36". However, signs erected by special contractors (siding or landscaping companies, for example) or signs that are of a marketing nature are **NOT** allowed and will be removed by the association.

Your application for _____ is SUBJECT TO completion of items noted below or on the attached document. Required items or changes must be submitted to the Committee by the due date indicated. Should the requirements not be satisfied by the deadline set by the Committee, the application will be closed and you will be required to submit a new application and the corresponding fee if applicable. The project must receive approval before work starts.

Due Date: _____

Your application for _____ is DENIED for the following reasons: _____

You may request an additional review of the project. The purpose of this second review is to discuss specific objections and any mitigating circumstances that may justify a change in the Committee's decision. If the Committee confirms its previous decision, you may appeal the Committee's decision to the full Homeowners Board. The request for review or a new proposal must be submitted within 30 days of the date below or the application will be closed. Once closed, you will be required to submit a new application and corresponding fee if applicable.

Maribeth Hudson, Chairperson
Architectural Control Committee

Date