

CHECKLIST FOR ARCHITECTURAL REVIEW

*** PLEASE PRINT AND COMPLETE THIS APPLICATION AND SUBMIT
WITH ALL MATERIALS NEEDED TO PROCESS***

SUBMIT ONE (1) APPLICATION PER IMPROVEMENT

Date:_____

Name of Owner:_____

Address:_____

APPLICATION MUST INCLUDE:

- **Copy of Property Survey, marking location of improvement, if applicable**
- **Copy of blueprints, if applicable**
- **Brief Description of Improvement:**_____

COMPANY INFORMATION:

(If you are contracting a company to do this work, the following must be included)

Company Name:_____

Address:_____ **City:**_____ **State:**__

Phone Number:_____

Email Address: _____

COMPANY MUST SUBMIT COPIES OF THE FOLLOWING:

- _____ **Certificate of Liability Insurance****
- _____ **Workman’s Compensation**
- _____ **Contractor’s County License**

**** Certificate Holder (bottom left corner) MUST list ASSOCIATION NAME C/O Campbell Property as insured with address 401 Maplewood Drive , Suite #23 Jupiter, FL. 33458****

DO NOT SUBMIT THE APPLICATION UNLESS ALL THE ABOVE IS ATTACHED & COMPLETED.

APPLICATION FOR ARCHITECTURAL MODIFICATION(S)
ARCHITECTURAL REVIEW COMMITTEE (ARC) FORM FOR REVIEW

ARC forms take approximately 30 days to process. Please note modifications can NOT begin until you receive an answer/approval in writing. You do not have to call to check status of application.

Send complete application to:
C/O CAMPBELL PROPERTY MANAGEMENT
401 Maplewood Drive, Suite 23
Jupiter, FL 33458
Tel (561) 203-7910 Fax (561) 277-2481
* Business Days Monday-Friday: 9:00.a.m.-5:00.p.m.

Please be sure to include required pictures, samples, property survey, plans and/or specifications so there is no delay/return.

Association Name: GARDENIA ISLES HOMEOWNERS ASSOCIATION, INC.

Property Address:

Date Applying :

Daytime #:

Email:

Name of Owner(s):

Approval is proposed for the following modification(s), addition(s), and/or alteration(s) as described below and/or on attached page(s):

Check the applicable boxes and/or describe below:

- ☐ Awnings
- ☐ Landscaping Additions/Modifications
- ☐ Play Structure/Playgrounds
- ☐ Exterior Paint as per approved colors
- ☐ Other Exterior Modification
- ☐ Pool Installation
- ☐ Exterior Lighting/Solar Lights
- ☐ Patio Furniture Visible
- ☐ Satellite Dish Location
- ☐ Fence as per approved criteria
- ☐ Patio/Terrace/ Decks
- ☐ Spa/Jacuzzi
- ☐ Hurricane Panels/Accordion Shutters
- ☐ Pavers/Driveway/Paver Extensions
- ☐ Other:_____

THIS IS A RE-SUBMITTAL

☐ Yes

☐ No

Additional Information/Detail:_____

Attached...Please note you **MUST** provide the following: (If Applicable) **Process will be delayed if missing!**

☐ Color plan(s)

☐ Property Survey, showing location of Modification(s)

☐ Drainage Surface Water Plan

☐ Sample(s)/Picture(s)

☐ Initial or Revised Plan(s) and/or Specification(s)

☐ Contractor License/Insurance Naming Assoc. as Cert. Holder

☐ Material(s) Designation Plan/Sample(s)

☐ Other:_____

By Initialing below applicant agrees and acknowledges as follows:

_____ Owner agrees to be fully responsible at Owner’s sole expense for any and all damages to Common Areas and/or neighboring Lots including, but not limited to, damage from delivery, construction or other vehicles or machinery. Access to construction areas is only to be allowed through Owner’s property.

_____ Owner agrees and understand that should the Owner desire to install any new improvement or landscaping within the boundary of a Lot, a drainage surface water plan prepared by a professional irrigation or engineering company certified to the Association will be required to accompany this application. Said water plan must certify that the proposed improvement or landscaping will not adversely affect the drainage and irrigation of the community, Common Areas and/or any adjacent Lots.

_____ Owner agrees and understands to be responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s) and all other applicable governmental authorities. Furthermore, owner agrees to comply with the Association Documents including, but not limited to, the Declaration, in all respects.

_____ Owner agrees to remise, release, acquit, satisfy, and forever discharge “Developer”, “Management Co.”, and the “Association(s)” of and from all, and all manner of, action and actions, cause and causes of action, suits, debts, sums of money, accounts, bills, covenants, controversies, agreements, promises, damages (including consequential, incidental, punitive, special or other), judgments, executions , claims, liabilities and demands, whatsoever, at law and in equity (including, but not limited to, claims founded on tort, contract, contribution, indemnity or any other theory whatsoever) in any way related to any previous representations made by “Developer”, “Management Co.”, and the “Association(s)”, and the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused therefrom; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.

_____ Owner agrees to defend, indemnify and hold harmless “Developer”, “Management Co.”, and the “Association(s)”, against any and all claims, costs (including without limitation reasonable attorney’s fees, paraprofessional fees and court costs at all levels), actions, liabilities and/or expenses in any way related to the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused therefrom; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.

_____ **Owner agrees, understands and acknowledges that failing to abide by the aforementioned will be deemed grounds for this request being DENIED.**

Anticipated Commencement Date:

Owner’s Signature:

Anticipated Time for Completion:

Owner’s Signature:

(FOR ARC/PROPERTY MANAGEMENT OFFICE USE ONLY)

Approved

Conditionally Approved

Disapproved

Date:_____

X_____
(Signature of ARC Chairperson/OR Property Manager)

NOTES: _____
