

**Cobblestone Creek Homeowners Association
Request for Architectural Review**

- Complete all information and submit documents required. Incomplete applications are not acceptable and will be returned.
- Sign application and **submit along with attachments and any security deposit** to the office in the clubhouse at:
Cobblestone Creek HOA, 8900 Royal Cobblestone Way, Boynton Beach, FL 33472
- Applications must be received by the Association at least **48 hours** prior to a scheduled ARB meeting to be reviewed at that meeting; for house painting, at least **72 hours** prior (see Page 3 for additional requirements).
- Applications for comprehensive changes, such as large patio additions, pools/spas and room additions must be submitted at least **7 days** before a scheduled ARB meeting.
- Initiating any work prior to approval will result in an applicaton fee of \$100.**

(Please print)
Homeowner: _____ Email: _____
Address: _____ Lot Number: _____
Phones: Home _____ Work _____ Cell: _____

A. Brief Description: Give a brief description of the alteration, improvement or modification you would like to make on the exterior of your home. Attach an additional page with further details, if needed. Include relevant details, such as location, dimensions, materials, colors, design and other information or documents that will fully inform the ARB members.

B. Attach the following items to this application:

- _____ Survey of lot showing location of improvements and modification must be included with **ALL** applications.
- _____ Plans, elevations and detailed sketches. **Photographs of the site are encouraged and assist the ARB.**
- _____ Paint color chip, if relevant (**even if repainting with existing colors**)
- _____ Copy of the sub-contractor's license, if relevant
- _____ Copy of sub-contractor's insurance certificate, including general liability and workers compensation

C. Deposit Check may be required. See details on page 2 of this application and Section 9 of the Architectural Guidelines. **The check must be submitted with this application. Make check payable to: Cobblestone Creek HOA. The application shall be considered incomplete until the check is received by the Association.**

D. I have read, understand, and agree to abide by the Covenants and Restrictions and the Architectural Guidelines of the Association. In addition, **I agree to be responsible for the following:**

1. Local, state and other permits, which must be obtained by the owner prior to the commencement of work.
2. Compliance with all local and state building and zoning codes. No encroachments onto other lots or common areas.
3. All damage caused to other lots, including common area damage, as a result of the work pursuant to this application.
4. Compliance with the conditions of the approval of this application.

I understand that the ARB does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition, or for performance, workmanship, or quality of work of any contractor or of the completed alteration.

I agree to abide by the decision of the ARB. If the modification is not completed as approved with the specifications submitted in this application and if I refuse to correct or remove the modification, I shall be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

Homeowner's Signature: _____ Date: _____

Date: Approved by ARB _____ Disapproved by ARB _____ Board Member Review _____
Conditions for Approval or Reasons for Disapproval:

ARB: Signature #1 _____ Signature #2 _____ Signature #3 _____

**REQUEST FOR ARCHITECTURAL REVIEW - SUMMARY
COBBLESTONE CREEK HOMEOWNERS ASSOCIATION, INC.**

Security deposit checks shall be made payable to Cobblestone Creek HOA and shall be submitted with your application. The ARB reserves the right to request additional monies upon review of your application.

When all modifications are completed, you must notify the property manager for a final inspection. If the modification involves a pool, spa, addition or other significant work, a certified inspector will be hired by the management company to perform the inspection. In such cases, a \$250 fee will be deducted from your security deposit to pay for the inspection. The cost to repair any damages shall be deducted from the deposit. **Please allow a minimum of ten business days after final inspection for your monies to be returned.**

******Originals of documents submitted as part of the ARB application will not be returned to the applicant******

To expedite your request, please include the information listed below for the category of change you are requesting. The Architectural Review Board (ARB) reserves the right to ask for additional information.

1. **Fences** (requires \$500 deposit with application) Only white on south side. Only bronze on north side.
 - a. Survey indicating the location with respect to the property lines and existing improvements.
 - b. Type: including materials, height, drawings, color, finish, decorative style, and location and swing of gates.
 - c. Proposed landscaping plan surrounding fence, if required (see 7 below).
 - d. If in a drainage easement, include a signed PB County Removal Agreement with location of removable posts.
2. **Painting** (*see attached from Architectural Guidelines*)
 - a. Identify colors including paint manufacturer, color name and color number.
 - b. Provide paint color samples.
 - c. Elevation drawing or photo identifying the location of each paint color, i.e. stucco colors, trim band colors, door colors, etc.
3. **Driveways/Concrete Paver Patio Extensions** (requires \$1000 deposit with application)
 - a. Survey indicating location of proposed installation drawn on survey, including measurements.
 - b. Type of materials (driveways must be pavers).
 - c. Provide color and pattern information, preferably samples.
4. **Screen Enclosures** (requires \$500 deposit with application) Only white on south side. Only bronze on north side.
 - a. Survey depicting location of proposed screen enclosure.
 - b. Plans and specifications provided by the contractor indicating dimensions, height, roof type (e.g. mansard, gable or flat), location(s) of door(s) and accessories (e.g. kick plates).
 - c. Plan and elevation views of screen enclosure.
 - d. Identify colors including colors for screening, aluminum framing, kick plates and glass.
5. **Pool Additions** (requires \$2500 deposit with application)
 - a. Survey depicting location of proposed pool and equipment on lot.
 - b. Architectural rendering.
 - c. Plans for fencing or screening (see 1 and 4 above).
 - d. Identify pool deck type, color and pattern, preferably samples.
 - e. Identify coping material and color, preferably samples.
 - f. Plans for shrubs to conceal pool equipment.
6. **Room Additions** (requires \$4000 security deposit with application)
 - a. Survey depicting location of proposed addition on lot.
 - b. Architectural drawings including plan and elevation views.
 - c. Identify exterior paint colors including paint manufacturer, color name and color number.
 - d. Provide roof color verification, preferably with sample. Roof material and color must match existing home.
7. **Landscaping** (may require \$1000 deposit if extensive or if heavy machinery is used)
 - a. Survey depicting location of existing plantings with respect to property lines and existing improvements.
 - b. Drawing illustrating placement of proposed landscaping (on survey submitted).
 - c. Description of plant and tree names, type, height and quality of planting materials.
8. **Hurricane Shutters**

Shutters require description of type of shutters and color. (Brochure and color sample are helpful if available.)

(Revised 2018)