

**Country Cove Estates HOA
ARCHITECTURAL CONTROL COMMITTEE
APPLICATION FOR PLAN REVIEW**

The following **must** be submitted for plans to be accepted for review:

- 1) Two (2) completed and signed applications.
- 2) Two (2) sets of proposed plans (including complete detail of work).
- 3) Two (2) surveys of property with proposed work **shown on survey.**
- 4) Color samples if applicable.
- 5) In case of major renovations, notification to the adjacent property owner(s) may be required in writing.

TYPE OR PRINT CLEARLY

- 1) Homeowner's Name _____
 Address _____
 Home Phone _____ Work Phone _____
 Email: _____
 Lot No. _____ Block No. _____
- 2) Detailed explanation of requested changes/additions: _____

- 3) Completed applications to be submitted to your address here, Attention: ACC. You will be notified by mail regarding the status of your application within 30 days.
- 4) Contractors Name/address and License information

APPROVED	DISAPPROVED
BY	BY
DATE	DATE
STIPULATION	STIPULATION

**COUNTRY COVE ESTATES HOA
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COUNTRY COVE ARCHITECTURAL CONTROL COMMITTEE:

Lot No. _____, Country Cove, Address _____
Master plans and details of which are submitted herewith. I hereby
Agree to build the unit(s) in accordance with the approval plans of the Country
Cove Architectural Control Committee and further agree that any modifications or
changes contrary to the approved plans require the approval of the Country Cove
Architectural Control Committee.

I hereby state that I have visited the site and have reviewed the applicable Declaration
of Restrictions and am aware of, and will adhere to, the Deed Restrictions, Guidelines
and Requirements thereof. I hereby agree that any County, City or State codes,
easements and restrictions thereof will be solely my responsibility and Country Cove
HOA or ARC Committee is not responsible for any improvements or changes made as it
pertains to this request.

Homeowner's Name (please print clearly)

Homeowner's Signature

ARCHITECTURAL REVIEW COMMITTEE

(ARC) Approval Process

No homeowner shall make any improvement, without the prior written consent of the ARC as required by Paragraph 5 of the Home Owner Declaration documents.

Home owners are required to receive ARC approval for all improvements on their exterior property. All requests must be in writing and shall be accompanied by plans and specification or other details necessary for ARC approval (see below for details).

Time Frame: All applications must state the time frame/date for completion of the project. The project should be completed within the time frame requested by the owner. Additional time frames may only be granted by the ARC.

Completion of the Project: All ARC approved applications must contact CEA Management upon completion of the approved project. The ARC will inspect the project and issue within 10 days after the site visit, a Certification of Completion. The Certification of Completion will be issued only if the project is completed exactly as the plans show on the approved ARC application specifications/plans.

PROJECT DETAILS:

- **Pools** - The ARC needs complete site plans (survey, pool designer plan marked up with setback dimensions, or plan drawn to scale) showing the pool location with setback dimensions from all property lines, house, and other structures. Pool equipment must also be shown on the plan with its required screening. A fence plan must be included that shows the exact location of the fence, type material, color and height. And a landscape plan showing the final placement of plants once the pool is complete. County permits are needed for the pool and fence, and a pool cannot by state law be installed without a protective barrier - usually a fence or screen enclosure. Homeowners should present ALL required applications for the pool project at one time (pool, barrier and landscaping).

- **Fence** - The ARC needs a full site plan (survey or drawn to scale) showing the exact location of the fence, type of fence material, color and height. The fence MUST be black or bronze metal rail picket style fence. Height should be no more than 5 feet in height. As of June, 2011, the ARC would like all fences (and hedgerows) located at least 4-5 feet off any sidewalk. Also the Declarations require the fence set back from the front wall of the house by ten feet. A County permit is required for fences.
- **Landscape Changes** - The ARC needs a full site plan showing the location of all proposed landscaping, the species of planting, height, and caliber of trunk for any trees or palms. A planting list should be included showing all new plants and details of any relocated plants. Edges of hedgerows should be located no closer than 4 - 5 feet from sidewalks. Invasive plants, identified by the State, are prohibited. These include Carrotwood, Brazilian Pepper and certain types of Ficus. No plants can intrude onto the sidewalks or driveways.

When **planting pots** are used there should be no more than 4 pots per property visible from the sidewalk. Any planting pot displayed outside of the home must contain a live plant.

- **Gutters** - Sketch of house footprint showing locations of new gutters, size and color is needed.
- **Exterior Painting** - Must be color scheme from the original Shelby Builders palate. If repainting with same color, the ARC needs only the color names to match with the Shelby schemes. If changing colors, the ARC needs actual color swatches with paint names and numbers. No home is to have the same color as the home on either side of it.
- **Patios** - Full site plan showing the location of the patio, type material (pavers, concrete, or stone) and color. Any specification on the material would be helpful.
- **Hurricane Shutters** - Normally accordion shutters are proposed. A sketch of the house showing which fenestrations are being shuttered, number of shutters, and color of shutters. County permits are required.

- **Landscape Lighting** - Need site plan to scale showing all proposed landscape lights. Voltage, wattage, lumens (if uplights) or footcandle (if downlights) for each fixture is needed.
- **Exterior Doors** - Product sheet showing material, color, design, glass, etc. Also specify which door or doors are being replaced. County permits are required.
- **Window Replacement** - Sketch of house footprint showing locations of new windows, size, style and color is needed. County permits are required.