

**Biscayne Pointe Homeowners Association of Santa Rosa County, Inc.  
Architectural Review Committee**

***Addition or Alteration Approval Application***

Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contractor/Phone: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**I request approval to make the following changes to my property (check one or more):**

- Alteration of an existing property (landscaping, hardscaping, tree removal)
- Construction/addition of a new structure (deck, shed, pool, etc.)
- Alteration of an existing structure (gutters, eaves, downspouts)
- Pouring of concrete or asphalt
- Fence
- Other: \_\_\_\_\_

All Biscayne Pointe Homeowners wanting additions and/or alterations to the exterior of their homes or property are required to submit an ARC Approval form to the Architectural Review Committee. This includes structural changes, landscaping, hardscaping, plants, painting, gutters, etc.

Please find the specific details in the following link: **Covenants**

Work MAY NOT start until you have received written approval from the ARC. Please make certain to submit the following documents:

- ARC Addition/Alteration Application
- ARC Cover Letter
- Drawings with measurements
- Any additional paperwork necessary for proper review of your project

Failure to do so will result in documents being returned, unapproved, until the proper documentation is supplied. The Architectural Review Committee submittals are required for approval and all work must be in compliance with the requirements as defined in the Covenants.

**Description of ALL improvements:**

- Describe all intended improvements.

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- Describe the type of materials to be used, the surface finish and colors. Plants and trees need to be indicated as to their descriptive name (type) as well as their location and distance to other references on the property.

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- Drawing 1 (below) Show the location of the residence on the lot and the dimensions from the lot lines, as well as measurements of improvements in relation to residence and lot lines.

- Drawing 2 (below) Show complete dimensions of improvements proposed. Include position of plants, sprinklers, drains and drainage, and any other items that will be placed on, around or under the ground. This must include front, rear, and side yards.

- Drawing 3 (below) Show the affected elevations. These must include footings for walls, patio footings, and structure (side and front view) showing complete design detail.

Your attention to these details will expedite the processing of your application and will assist the Architectural Review Committee in rendering decisions in a timely manner and that will maintain the integrity of Biscayne Pointe.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Drawing 2:** Show complete dimensions of improvements proposed. Include position of plants, sprinklers, drains and drainage, and any other items that will be placed on, around or under ground. This must include front, rear, and side yards.

**Drawing 3:** Show the affected elevations. These must include footings for walls, patio footings, and structure (side and front view) showing complete design detail.

**Biscayne Pointe Homeowners Association of Santa Rosa County, Inc.  
Architectural Review Committee**

*Cover Letter for Approval Application*

Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Architect/Contractor/Phone: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**I, AS THE REQUESTING HOMEOWNER, UNDERSTAND THE FOLLOWING:**

1. No work pertaining to this request shall commence until I have received written approval of the ARC.

2. All additions/alterations approved by the ARC must be completed within ninety **(90)** days after approval. All new house builds must be completed in six **(6)** months. Failure to complete the work within the prescribed period of time will cause the approval to be rescinded and resubmission will be required. Extenuating circumstances must be brought to the attention of the ARC.

3. That the "Conditions of Approval" Section of the Covenants shall apply to any approval and the conditions must be met prior to commencing work.

4. That I will be aware of the following items:

- Neighboring homeowners affected by the improvements (those on either side, in back of, in front of or opposite to you) **MUST** be advised of ALL proposed work.
- Should any homeowner disapprove, they may so indicate on this form or may send a written communication to the ARC chairman.
- An impacted homeowner does not have veto power over the proposed project, rather their concerns are a factor to be considered by the ARC.
- Signatures of vacant lot owners are not required.

Signature of Owner(s) \_\_\_\_\_ Date: \_\_\_\_\_

**NAMES AND SIGNATURES MUST BE ON THIS FORM IN THE SPACES BELOW:**

- (Left Side) Neighbor's Name & Address:

\_\_\_\_\_

YES  NO  Signature: \_\_\_\_\_

- (Right Side) Neighbor's Name & Address:

\_\_\_\_\_

YES  NO  Signature: \_\_\_\_\_

- (Rear) Neighbor's Name & Address:

\_\_\_\_\_

YES  NO  Signature: \_\_\_\_\_

- (Front) Neighbor's Name & Address:

\_\_\_\_\_

YES  NO  Signature: \_\_\_\_\_

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**RESULTS OF ARC REVIEW OF APPLICATION**

ARC Members in attendance:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**APPLICATION IS:**

- ( ) Approved as presented - see attached letter from ARC
- ( ) Conditions of Approval - see attached letter from ARC
- ( ) Disapproval and returned to owner with attached reasons - see attached letter

**(FOR ARC USE ONLY)**

ARC Date Received: \_\_\_\_\_ Name: \_\_\_\_\_

**Approval/Disapproval to Applicant:**

ARC Date: \_\_\_\_\_ Name: \_\_\_\_\_

Delivered via: \_\_\_\_\_

