

**Biscayne Pointe Homeowners Association of Santa Rosa County, Inc.**  
**Architectural Review Committee**  
*New House Plan Approval Application*

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Builder: \_\_\_\_\_ Phone: \_\_\_\_\_

Builder Address: \_\_\_\_\_

Square Footage of Living Area: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

<b>Setback Measurements:</b>	<b>Minimum</b>	<b>Actual</b>
Front Lot Line:	25 ft.	_____
Back Lot Line:	25 ft.	_____
Side Lot Line (right)	10% lot width	_____
Side Lot Line (left)	10% lot width	_____
Corner Lot Line (right)	15 ft.	_____
Corner Lot Line (left)	15 ft.	_____
Driveway:	5 ft. from sides/rear	_____
<b>Roof Pitch:</b>	6/12 minimum	_____

**Culvert:** will be provided as per covenants: **Covenants** Builder's Initials: \_\_\_\_\_

**Exterior Materials/Colors:**

Brick: \_\_\_\_\_ Color: \_\_\_\_\_

Stucco: \_\_\_\_\_ Color: \_\_\_\_\_

Siding: \_\_\_\_\_ Color: \_\_\_\_\_

Trim: \_\_\_\_\_ Color: \_\_\_\_\_

Roof: \_\_\_\_\_ Color: \_\_\_\_\_

Gable: \_\_\_\_\_ Color: \_\_\_\_\_

Sprinkler System: Yes  No

All lawn areas: Sodded  Sprigged  Seeded  Other  Builder's Initials: \_\_\_\_\_

**AS THE OWNER /BUILDER OF THIS LOT:**

1. I have read the Covenants of Biscayne Pointe. **Covenants**
2. I understand daily work may not begin prior to 8:00am and cease at 6:00pm.
3. I have checked with the ARC about tree removal prior to land development.
4. I have submitted the following to the Architectural Review Committee:
  - House Plan Approval Application and Cover Letter
  - Final House Plans including all Elevations
  - Site Plans...including house location, fencing and details, pool and details, hardscape and details, pier and details
  - Drainage Plan
  - Mailbox must coordinate with house

**AS THE OWNER /BUILDER I WILL BE RESPONSIBLE FOR THE FOLLOWING:**

1. Maintaining a clean construction site throughout the entire building process
2. Maintaining a clean roadway at the constructions site and surrounding streets
3. Establishing an appropriate culvert and swale for the driveway to maintain the continuity for proper drainage
4. Driveway must include an expansion joint at the front property line
5. Reestablishing the easement back to the condition prior to building
6. Repairing any road damage caused by construction

I understand the structure, driveway, and landscaping must be completed within six months in accordance with the conditions stated by the board and this document.

In addition, I agree that any changes involving the exterior of the structure must be resubmitted and approved by the Architectural Review Committee (ARC).

Any additions such as sheds, fences, and pools, not included in this request, must be requested and approved separately. I understand the ARC only meets as necessary and requires at least one week for plans to be reviewed for approval.

I have read, understand, and will abide by the Biscayne Pointe Covenants, Conditions and Restrictions.

Builder’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY ARC: \_\_\_\_\_ Date: \_\_\_\_\_

CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

**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 improvements 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.

**THE PRINTED NAME AND SIGNATURES MUST BE ON THIS FORM IN THE INDICATED SPACES BELOW:**

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: \_\_\_\_\_

