

**LAKE CHARLESTON
MAINTENANCE ASSOCIATION
REQUEST FOR DRB APPROVAL**

Note: Homeowners residing in **The Islands, Misty Cay, Water Edge & the Reef** must first provide written Approval from their Association.

IMPORTANT INFORMATION FOR ALTERATION APPLICATIONS

The application form must be completed and signed by all owners of record. Please return the application and all documentation listed below to the LCMA office. Your application will be forwarded to the Development Review Board to review at their next scheduled meeting. **The Development Review Board reserves all rights as stated in the Declarations of Covenants and By-Laws as written and/or amended**

UNDER NO CIRCUMSTANCES ARE ANY ALTERATIONS OR MODIFICATIONS TO BEGIN WITHOUT THE PROPER WRITTEN APPROVAL FROM THE DEVELOPMENT REVIEW BOARD.

The following items are required to be submitted and securely fastened (stapled) to your application.

Failure to do so will delay your application being submitted for consideration. Please verify by checking off each item.

Exterior Painting

- _____ a copy of the contractor's license and proof of insurance. (Or indicate if homeowner is doing the painting).
- _____ a copy of the contractor's Certificate of Competency issue by Palm Beach County and Occupational License.
- _____ a color photograph of the front of the house showing the roof, doors, trim and current accent colors.
- _____ an actual color chips indicating brand and color numbers identifying, proposed house, trim, accent and door colors.

Shutters

- _____ a copy of the contractor's license and proof of insurance. (Or indicate if homeowner is doing the installation).
- _____ a survey / footprint of home indicating the windows to be covered.
- _____ clearly indicate on the application the type and color of the hurricane shutters.

Landscaping Alterations

- _____ a copy of the contractor's license and proof of insurance. (Or indicate if homeowner is doing the project).
- _____ a copy of the property survey detailing the proposed improvement.
- _____ a list of all materials to be used, including the type of plants and/or stone.

Fencing

- _____ a copy of the contractor's license and proof of insurance. (Or indicate if homeowner is doing the installation).
- _____ a copy of the property survey detailing the proposed location of the fence.
- _____ a brochure showing the type of fence OR clearly indicate on the application the type and height of the fence.
- _____ a \$250 refundable deposit check made payable to LCMA.
- _____ **All fences are to be shadow box or picket in design and painted white. Material shall be wood, aluminum, PVC or metal.**

Other Improvements, including but not limited to Pool / Screen Enclosure / Roof / Driveway / Pavers

- _____ a copy of the contractor's license and proof of insurance.
- _____ a copy of the property survey detailing the proposed improvement.
- _____ a list of all materials to be used, including the type and color of structure, decking, etc.
- _____ a \$250 refundable deposit check made payable to LCMA
- _____ a photograph of the front of the house showing the (roof, driveway, etc).

NOTE: that a \$500 refundable deposit is required in the event access is granted through a common area landscaped berm. Your check is deposited immediately **upon approval** and will be returned within 30 days after final inspection when:

1. We are notified in writing that your project is completed.
2. We check the project for compliance to the approved DRB application, and
3. There is no damage to common property.

The DRB will make a decision within thirty (30) days of receipt of your application. You will receive written notice as to the decision of the DRB.

OWNER'S NAME:	
PROPERTY ADDRESS:	
SUBDIVISION:	
CONTACT PHONE:	
DESCRIPTION OF MODIFICATION :	
	DATE RECEIVED STAMP

PLEASE INITIAL EACH ITEM BELOW TO ACKNOWLEDGE THAT YOU UNDERSTAND ALL THE CONDITIONS FOR CHANGES, ALTERATIONS AND/OR MODIFICATIONS TO YOUR PROPERTY ADDRESS AS LISTED ABOVE.

- _____ ▶ An application is required for modification to property or landscape, which is visible from outside the home, whether or not it exists elsewhere in the Association. **APPROVAL MUST BE RECEIVED IN WRITING PRIOR TO COMMENCEMENT OF CHANGES.**
- _____ ▶ If approval is granted for any modification, alteration or addition, it is not to be construed to cover any required Federal, State, County, City or applicable agency approval(s) or permit(s). A building permit from the appropriate building department is needed on most property alterations and/or improvements. It is the sole responsibility of the homeowner to obtain the proper agency approval(s) or permit(s). **It is also the sole responsibility of the owner to ensure the contractor(s) have the appropriate license(s) Certificate of Competency and insurance required to do work in Palm Beach County Your DRB application will denied if proof of same is not submitted with original DRB application.**
- _____ ▶ As a condition to granting approval it is understood that the contractors do not have permission to cross through existing landscape berms and need to enter the property from the front of the resident's property only, unless otherwise authorized by the DRB. In the event access is granted through a common area landscaped berm a \$500 refundable deposit is required.
- _____ ▶ As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, property or landscape and irrigation, is then the applicant, their heirs and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition.
- _____ ▶ As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, property or landscape and irrigation, is then the applicant to allow agents of the Association to enter the said property for the purpose of inspecting the modifications as approved by the DRB. Homeowners will be properly notified to gain access to their property as per the Covenants and Restrictions of the Association.
- _____ ▶ All changes, alterations or additions must be completed within ninety (90) days from the date of approval by the DRB. If additional time is required for completion, YOU MUST APPLY FOR AN EXTENSION FROM THE DRB.
- _____ ▶ If you are in non-compliance with any changes, alterations or additions, you may be subject to all enforcements as stated in the Declaration of Covenants & Restrictions. **The Development Review Board reserves all rights as written in the By-Laws and Covenants.**
- _____ ▶ All fencing and or gates removed for construction of the improvement must be stored out of site and must be reinstalled within 14 days of completion of the improvement.
- _____ ▶ Agrees to replace all damaged landscape, irrigation and or berms to their original condition within 14 days of completion of your improvement

Owner Signature/date: _____ Owner Signature/date: _____

ACTION TAKEN BY THE DRB	DATE: _____	_____ APPROVED	_____ DISAPPROVED
_____ AUTHORIZED SIGNATURE		_____ AUTHORIZED SIGNATURE	
<i>Resubmitted date:</i> _____	_____ <i>accepted</i>	<i>approved</i>	_____ <i>disapproved</i>
_____ AUTHORIZED SIGNATURE		_____ AUTHORIZED SIGNATURE	