

## REQUEST FOR ARCHITECTURAL/EXTERIOR MODIFICATION GUIDELINES

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive; the Architectural Review Committee reserves the right to ask for additional information.

- 1) Fences
  - a) Survey indicating the location with respect to property lines and existing improvements
  - b) Type of fence including materials, height, drawings, color, finish and decorative style
  - c) Location and swing of gates
  - d) Proposed landscaping plan surrounding fence
  
- 2) Painting
  - a) Identify colors including paint manufacturer, color name and color number
  - b) Provide paint color samples
  - c) Elevation of structure of area to be painted (elevation survey) identifying the location(s) of each paint color (i.e. stucco bands color x, doors color y, etc.)
  
- 3) Driveways - Staining/Pavers
  - a) Color of stain or pavers
  - b) Provide color and pattern information
  
- 4) Screen Enclosures
  - a) Survey depicting location of proposed screen enclosure
  - b) Description of proposed type of screen enclosures
  - c) Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (i.e. mansard, gable, or flat), location(s) of screen door(s) and accessories (i.e. kick plates)
  - d) Plan and elevation views of screen enclosure
  - e) Identify colors including, as appropriate, colors for screening, aluminum framing and kick plates
  - f) Proposed landscaping plan surrounding fence
  
- 5) Pool Additions
  - a) Survey depicting location of proposed pool 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
  - f) Proposed landscaping plans surrounding fence
  
- 6) Landscaping
  - a) Survey depicting location of existing plantings with respect to property lines and existing improvements
  - b) Drawing illustrating placement of proposed landscaping
  - c) Description of proposed landscaping including type, height and quality of planting materials
  
- 7) Satellite Dishes
  - a) Survey depicting location of dish
  - b) Descriptions of proposed dish, including width, height, color and type of mounting (i.e. on pole, in ground or affixed to the building)

**NOTE: IMPROVEMENTS AND/OR ALTERATIONS ARE SUBJECT TO APPLICABLE PERMITS (CITY OR COUNTY). PERMITTING PROCESS IS THE SOLE RESPONSIBILITY OF THE HOMEOWNER.**

**REQUEST FOR REVIEW FOR ARCHITECTURAL/EXTERIOR MODIFICATION**

**TO:** Board of Directors of \_\_\_\_\_  
C/O MMI of the Palm Beaches, Inc. 901 Northpoint Parkway, Suite 307 W. Palm Beach, FL 33407

**FROM:** Owner's Name \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**IN ORDER TO PROCESS THIS APPLICATION THE FOLLOWING MUST BE ATTACHED.  
INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.**

1. Sketch of Boundary Survey with proposed modifications drawn on the survey
2. The appropriate drawings, showing both a Plan View and an Elevation.
3. Specifications of the proposed modifications (example: color, style, size, etc.)
4. Contracted work must include copies license & insurance.
5. Estimated completion date of the project. \_\_\_\_\_ Total # of pages attached \_\_\_\_\_

**Your approval shall be subject to the following:**

1. You are responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s).
2. Access to areas of construction is only to be allowed through your property, and you are responsible for any damage to the common areas during construction.
3. All modifications must adhere to all federal, state and county rules.
4. This is approved from the "aesthetic point of view and does not constitute approval from an engineering/structural point of view".
5. Any modifications, additions or deletions made to the attached plans after approval will void this approval and require a new application to be submitted and reviewed.
6. All work must be completed within 90 days of the date of this signed approval. If completion will exceed the allotted time frame you must resubmit your application for approval.

Approval is hereby requested to make the following modification(s), alterations, or addition(s) as described below and on the additional attached pages:

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Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**(FOR BOARD OF DIRECTORS USE ONLY)**

Date Application Received \_\_\_\_\_ Date of Approval or Disapproval \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Reason for Disapproval \_\_\_\_\_

\_\_\_\_\_  
(Board of Director Signature)