

ASHLEY DOWNS HOMEOWNERS ASSOCIATION, INC.

APPLICATION/REQUEST FOR ARCHITECTURAL OR LANDSCAPE REVIEW

Please Mail or Deliver To: Ashley Downs Homeowners Association, Inc.

c/o Ameri-Tech Community Management Inc.
6415 1St Avenue South
St. Petersburg, FL 33707

NAME: _____ Home Telephone: _____

ADDRESS: _____

INSTRUCTIONS

Please provide ALL requested information on this form to avoid any unnecessary delays. Incomplete applications will be returned to the applicant. The Architectural Committee/Board of Directors shall respond to the applicant within 30 days from receipt of a COMPLETE application. Should the Architectural Committee/Board of Directors not respond within this time frame, the application is deemed approved provided that the improvement is in harmony with the existing structures in the community and is not in violation of any rule or regulation. Once reviewed, one copy of this application and supporting documentation will be returned to the Owner with the Committee's approval, disapproval, or conditional approval endorsed upon the plan.

NOTICE: This form and required attachments must be submitted in *triplicate* in order to process any application/request for an architectural or landscape improvement.

The supporting exhibits or documentation listed below must accompany this application, as applicable for the proposed improvement.

1. **Property Survey or Site Plan** – A copy of a property survey or site plan drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines and existing structures, must be provided for decks, patios, porches, screen enclosures, structural additions to the home, walls and fences, major landscape changes, and other improvements.
2. **Architectural/Landscape Plans and Specifications** – Detailed architectural/landscape drawings/sketches must be provided for decks, porches, screen enclosures, structural additions to the home, major landscape changes, and other improvements. A description, and/or sample of all finish materials to be used for the exterior surface of proposed improvements, including paint/stain color(s) must be provided. Landscape plans must include the species, size, and colors of plant materials to be used.

DESCRIPTION OF PROPOSED IMPROVEMENT

Purpose/Description of Improvement: _____

Type of Materials: _____

Color(s): _____

Anticipated Project Start Date: _____ Anticipated Project Completion Date: _____

Additional Information: _____

1. Nothing herein contained shall be construed to represent that Improvements to lots or buildings in accordance with these plans are in compliance with the provisions of the building and zoning codes of Pinellas County. Further, nothing herein contained shall be construed as a waiver or modification of any said restrictions.

2. Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.

3. Owner understands and agrees that no work on the requested improvement shall commence until written approval has been obtained from the Architectural Committee/Board of Directors. Owner further understands and agrees that any exterior improvements undertaken before written approval is obtained is not permitted and that if such improvements are made and subsequently disapproved, in whole or in part, the Owner may be required to restore the property to its former condition at Owner's expense or shall be responsible for the payment of damages incurred by the Association in having the work removed or modified. Further, Owner understands that any legal expense associated therewith may be the responsibility of Owner.

4. Owner agrees to give the Architectural Committee/Board of Directors and/or Managing Agent, express permission to enter on the Owner's property at reasonable times to inspect the proposed project, the project in progress, and the completed project.

5. Owner understands that any approval is contingent upon the completion of improvements in a workmanlike manner and in accordance with the approved plan and specifications for said improvements. Any deviation or change from the approved plan and specifications, regardless of reason, must be resubmitted for approval.

6. Owner understands that the authority to perform an improvement granted by this application will be automatically revoked if work is not commenced and/or completed within the time frame as determined by the Architectural Committee/Board of Directors. All improvements are required to be commenced within three months following approval and must be completed as determined/modified by the Architectural Committee/Board of Directors.

7. Owner acknowledges that he is familiar with the design review requirements and procedures for Ashley Downs Homeowners Association, Inc.

OWNER'S SIGNATURE: _____ **DATE:** _____

OWNER'S SIGNATURE: _____ **DATE:** _____

ARCHITECTURAL COMMITTEE/BOARD OF DIRECTORS REVIEW DECISION **Date Received:** _____

Is required property survey or site plan attached? _____ YES _____ NO

Are required plans and specifications attached? _____ YES _____ NO

Has the applicant(s) submitted a sufficient description of the materials to be used (paint chip samples, pictures, or manufacturer's brochures demonstrating the size, color, and appearance of the proposed improvement) to allow the ALRC to define and understand the scope of the improvement? _____ YES _____ NO

The requested improvement has been reviewed by the Architectural Committee/Board of Directors of Ashley Downs Homeowners Association, Inc. and has been:		
_____ Approved	_____ Disapproved	_____ Conditionally Approved
Comments (<i>Exceptions, restrictions, additional requirements, reasons for disapproval</i>): _____		

Signed: _____	Date: _____	Signed: _____	Date: _____
Signed: _____	Date: _____	Signed: _____	Date: _____
Signed: _____	Date: _____		
(Minimum of Three (3) Signatures Required)			