

Architectural Review Application for Fence Construction

Date of Postmark on Envelope of Application: _____

Must Be Responded to by: _____

Directions: All applications must be filled out in their entirety. All applications must be submitted by 1st class mail via United States Postal Services. No hand delivered applications will be accepted (we must have the postmark on the envelope to verify date of receipt).

All applications must include a description of the fence (color, types of materials, style, height, length, etc.). You must include two (2) copies of your survey indicating where the fence will be placed, any easements the fence may impact, any information regarding the setbacks, and any large trees that have to be removed or will be affected. These survey copies will not be returned, they will become a permanent part of the Lot file. You must include in exact measurements the number of feet your fence will be placed back from the front setback (the front corners) your house. you are having a fence company install your fence you are required to have them fill out and sign the contractor acknowledgement portion of this application. You must submit a separate specific application if you are including a pool or landscaping plan with your fence construction (this includes removal of large trees to install your fence). You must also submit a separate specific application for any other alterations you plan to make to the exterior of your Lot at the same time as your fence construction. You only need to pay one application fee, and can use the same survey copies. A County Permit is required for fences (even if you install it yourself). You must provide a copy of it to the Board of Directors after any approvals are given but before any construction/installation begins. Failure to provide a copy of the County Permit may result in any approvals that may have been given to become null and void. It is the homeowner's responsibility to complete the entire application and to submit all of the required paperwork, information, and samples necessary for a proper review. All incomplete applications will be returned to the homeowner as disapproved. The homeowner will then have to file an appeal with the Board of Directors, along with the missing components of their application, in order to have the application reviewed again without cost.

Notice: All fence approvals are contingent upon them being compliant with local, county, and state ordinances. Fences will not encroach on easements or setbacks. All approved fences must be located a minimum of ten (10) feet behind the front setback of the house and must not exceed six (6) feet in height unless your Lot adjoins a lake or retention pond. If your Lot adjoins a lake or retention pond your fence may not exceed four (4) feet in height behind the rear building line. There are special rules regarding fences on corner Lots that relate to county ordinances. No fence will be approved that interferes with a neighbor's existing approved fence (this includes, but is not limited to, fences being installed to run parallel against another fence). The Board of Directors reserves the right to determine what constitutes interference. Please read your Master Declaration of Covenants, Conditions, and Restrictions in addition to the subdivision supplements (and the amendments) carefully before submitting your Fence application. If any information on your application is found to be misleading or false, your application approval will be considered null and void.

Disclaimer: These plans are reviewed for the limited purpose of determining the aesthetic compatibility of the plans with the community in general in the subjective opinion of the approving authority. These plans are approved on a limited basis. No review has been made with respect to functionality, safety, compliance with governmental regulations or otherwise, and no reliance on this approval should be made by any party with respect to such matters. The approving authority expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty.

The Homeowner must sign and date here to verify they have read, understand, and agree to the above directions, notice and disclaimer:

Signature: _____ **Date:** _____

(Please remember the BOD has 30 days from receipt of a completed application to review and render a decision in writing)

Subdivision: _____ Lot #: _____

Name of Homeowner: _____

Home Phone Number: _____ Other Phone Number: _____

Address of Fence Construction Site: _____

Mailing Address of Homeowner: _____

(If different than Fence Construction Site)

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Homeowner Name: _____

Lot #: _____

PROPERTY ANALYSIS:

1. Is your property located on a corner lot? YES [] NO [] If so, please describe the placement of the fence on your Lot in relation to how it effects visibility for pedestrians and cars:

2. Does your property adjoin a lake or water retention pond? _____

3. Will your fence negatively impact another homeowner's view of the water (a homeowner who actually lives on the water)? YES [] NO []

Describe: _____

4. If your fence adjoins a lake or retention pond, are you installing a gate at the back of your property so that you have access to the easement area in front of the water for maintenance purposes? YES [] NO []

If "NO" how will you access that area fro maintenance without encroaching on someone else's property? _____

5. Will your proposed fence connect to a pre-existing fence installed by one of your neighbors? _____

If yes please describe the pre-existing fence(s) in detail (materials, height, style, color): _____

6. Will any portion of your proposed fence run parallel against and/or interfere with any other pre-existing fence installed by the homeowners on either side of your Lot or behind your Lot? _____

7. Are there any easements on your Lot? _____ Describe in detail: _____

8. Are there any special issues or characteristics of your Lot? _____ Describe: _____

9. Are there any trees or landscaping that will be effected by the construction of this fence? _____

Describe: _____

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Homeowner Name: _____

Lot #: _____

FENCE ANALYSIS:

1. Describe fence style (ie: Board on Board, Shadow Box, Picket, or Other) _____

2. What material do you plan to use (ie: Wood, Vinyl) _____

3. Describe any Gates you plan to include and their location: _____

4. Describe any Gate Hardware you plan to use: _____

5. What color do you plan to make your fence (ie: White, Natural Wood) _____

6. What height do you plan to make your fence (ie: 4 foot, 6 foot, taper down, other) _____

If tapering down please describe how and where: _____

7. If your fence connects to a neighbors fence, how will you merge them so they appear uniform or coordinated? _____

8. Describe the set backs of fence in detail (the exact number of feet behind the front corners of your house where the fence will start (there is a minimum setback rule):

9. Are there any issues or special circumstances you should bring to the attention of the Board of Directors that may impact or alter the decision regarding this fence?

Please Describe: _____

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Homeowner Name: _____

Lot #: _____

CONTRACTOR ACKNOWLEDGEMENT:

I understand The Grand Haven Master Homeowner's Association, Inc. Board of Directors requires a standard of conduct and a level of responsibility from professionals who perform services in our communities. This includes, but is not limited to, the following:

- (1) Each contractor will minimize excessive noise levels produced by radios, equipment, and production.
- (2) Each contractor will clean up their work area, and any adjoining areas, that were affected by the work project each and every day before leaving. Upon completion of the project you will restore the property and adjoining areas to their original acceptable condition (The Grand Haven Board of Directors determines what is original acceptable condition).
- (3) Work is restricted in the community to Monday thru Saturday 7:00 am - 6:00pm and Sunday 12:00pm - 4:00pm.
- (4) You will not block any homeowner's driveway or mailbox without the expressed permission of the affected homeowner.
- (5) You will not block any street or sidewalk with your vehicles or equipment, nor will you impede the visibility of roadways.

CONTRACTOR'S: Name/Address/Phone

Company Name _____

Phone: _____

Address: _____

E-Mail: _____

City/State/Zip Code: _____

License #: _____

Insurance Co. _____

Policy #: _____

Official Signature _____

Date: _____

HOMEOWNER ACKNOWLEDGEMENT AND NOTICE:

ACKNOWLEDGEMENT: I ACCEPT FULL RESPONSIBILITY for any actions of the vendor or contractor or their employees for any damage or alteration which may happen to Grand Haven HOA common areas/property, other Homeowner's Lots, and any County right-of-ways as a result of this project. I agree to replace or restore any and all damage caused by my contractor or resulting from my project to its original acceptable condition (The Grand Haven Board of Directors determines what is original acceptable condition). This includes, but is not limited to, Grand Haven HOA property, the property of other homeowners, or County Right of Ways. I further agree that I will be responsible for obtaining any and all appropriate permits, licenses or insurance as may be required by Local, County, State, or Federal agencies prior to starting this project.

NOTICE: I agree that all of the information submitted on this application is correct to the best of my knowledge. I understand that if any of the information is found to be false, any approvals given by the Board of Directors may be considered null and void. I agree that all Fence Construction will stay true to the approved plan and any variance from the approved plan must be approved in writing by the Board of Directors. I understand that once installation has started it must be completed within a reasonable period of time. The Board of Directors reserves the right to determine what constitutes a reasonable period of time. All approvals are valid for 6 months from BOD signature unless an extension is granted by the Board of Directors in writing. I agree that I have read and understand the applicable Covenants, Conditions, and Restrictions for Grand Haven, it's amendments, in addition to the Supplements that are specific for my subdivision.

The Homeowner must sign and date here to verify they have read and understand the above acknowledgement and notice.

Signature: _____

Date: _____

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APPLICATION CHECKLIST

This checklist is to help you submit an application that is ready for review. Because many applications are unique to the Homeowner, there is no way to create a checklist that encompasses every possible circumstance or contingency. This checklist only contains general items and there may be something that your unique application requires that is not on this list. Be aware, that if your application requires some piece of information that is not on this checklist, you are still responsible for providing the information to the BOD when you submit your application. Incomplete applications, and applications missing necessary information, will be returned as denied.

- A copy of the Lot survey that shows easements, county right of way, property lines, setbacks, and structures
- I have drawn onto the survey exactly where my fence will be placed on my Lot.
- I have provided the exact numbers in feet of where my fence will begin from the front set back (front corners of my house).
- If my house adjoins a lake or retention pond, and I plan on starting with a six (6) foot fence and plan to taper down to four (4) feet, then I have provided the exact numbers in feet where the 4 foot portion of my fence will begin (not the taper down portion from 6 feet to 4 feet, but the actual 4 foot portion my fence) will start in relation to the back building lines of my house (the back house corners of the house, not the back patio or screen enclosure corners).
- A pamphlet, picture, or detailed description (with appropriate name) of the type of fence I am proposing to place my property.
- A picture of any fences that border my property and a detailed description of how I will attach my fence to the pre-existing fence.
- I made sure the contractor signed and filled out the contractor acknowledgement form.
- I made sure that my application is complete and that every line is filled out or has N/A.
- I am aware that if I install the fence myself, I still need to apply for a county permit (failure to apply for a county permit will make my approval null and void).
- I made sure that only proposed projects that are appropriate for a "fence" application are included on this "fence" application. Other proposed projects that belong on a different application have been submitted separately on the appropriate application (ie. planting a tree on a landscaping application, landscape curbing on a landscape application, hurricane shutters on an exterior alteration application, etc.).

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Homeowner Name: _____

Lot #: _____

Address of Exterior Alteration Site: _____

Mailing Address of Homeowner: _____
(If different than Fence construction site)

INFORMATION TO HOMEOWNER: This is the only portion of your application that will be returned to you (please Refer to the Directions on page 1 of your application). Please make a copy of your application prior to submitting it to the Board of Directors for review.

For official use only. Homeowner, please do not write below this line.

ARCHITECTURAL REVIEW RESPONSE:

Description of Fence Construction proposed by Homeowner: _____

Your fence application is approved as submitted.

Your fence application is approved with the following change(s), condition(s), or contingency(ies):

Your fence application is denied for the following reason: _____

Grand Haven Master Architectural Control Committee

Date