

Architectural Review Application for Landscaping Additions

Date of Postmark on Envelope of Application: _____

Must Be Responded to by: _____

Landscaping Additions include, but are not limited to, creating new beds, changing the topography/elevation of Lot, new hedges or trees over 6 feet tall, concrete curbing around beds (see Board policy for application requirements), all plantings in County Right of Way (area between street and sidewalk), trellises, moving or removing large trees, mass plantings, fountains, large or significant yard ornamentation, and any other significant changes to your yard. (all examples described or not described are hereby referred to as Landscaping). The listing of particular landscaping changes here does not imply or guarantee approval by the Master Architectural Control Committee. These are just some examples of what may constitute a landscaping addition. Please see Grand Haven HOA policy regarding the need for an architectural application with "Landscaping Replacement" (in some instances you may not need to submit an application - read the policy first).

Directions: All applications must be filled out in their entirety. All applications must be submitted by 1st class mail via United States Postal Service. 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 detailed description and drawing of the proposed landscaping change/addition. You must include two (2) copies of your survey indicating where the landscaping will be placed, and any easements or setbacks the landscaping may impact. If you are requesting approval to remove large trees from your Lot, you must provide a detailed reason for this removal. There are guidelines pertaining to the removal of large trees. The survey copy you provide with this application will not be returned, it will become a permanent part of the Lot file. If you are having a professional Landscaping company perform any or part of the work, you are required to have them fill out and sign the contractor acknowledgement portion of this application. When a County Permit is required for your project (doing the project yourself does not exempt you from having to obtain any necessary County Permits), 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 to the Board of Directors may result in any approvals that may have been given to become null and void. If you are making any other improvements to your Lot at the same time, you must submit a separate and specific application for that alteration. You only need to pay one application fee (if required), and can use the same survey copies. 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, for another review.

Please Note: All landscaping addition approvals must be compliant with local, county, and state ordinances. Landscaping additions will not encroach on easements without specific approval from the Board of Directors. Any landscaping additions placed in the area between the street and front setback line of the Lot must be specifically approved by the Board of Directors. Any Landscaping application that includes plantings in the County Right of Way (the area between the street and sidewalk) must comply with County determined acceptable plantings, and must be in compliance with the Grand Haven Master HOA's "Right of Way Use Agreement" with the County. At the present time the only plants considered "County Acceptable Plantings" are the "East Platka Holly" and the "Queen Palm." No other plantings in the County Right of Way will be allowed. The planting of invasive or destructive plants such as Ficus trees, Brazilian peppers, and certain running bamboo, is prohibited in the Grand Haven community. (This is not a comprehensive list of invasive or destructive plants). The Board of Directors reserves the right to determine what is destructive or invasive. 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, note 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 Landscaping Site: _____

Mailing Address of Homeowner: _____

(If different than Landscaping Addition site)

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Homeowner Name: _____

Lot #: _____

PROPERTY ANALYSIS:

1. Is your property located on a corner lot? _____

Please describe the placement of Landscaping on your Lot in relation to how it impacts visibility for pedestrians and Cars. Include how this landscaping may impact other homeowner's view of water if your Lot adjoins water :

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

3. Will your landscaping negatively impact another homeowner's view of the water (a homeowner who lives on the water? YES [] NO [] If so, in what way will my landscaping impact this homeowner's view of the water:

4. Does your property adjoin a preserve area? _____

5. Do you have any storm drainage easements or any other easements on your Lot that may be effected by your proposed Landscaping plan?: _____

If yes, please comment: _____

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

7. Are there any plants in your landscaping proposal plan that are invasive to the environment or that have a destructive root systems (ie: "Ficus Trees", "Brazilian Peppers", certain types of running "Bamboo", and/or other.)?

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: _____ Email: _____
City/St/Zip: _____ 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 or other property in the Grand Haven community 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 common grounds/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 Landscaping changes and/or Mass Plantings 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 (and amendments) 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, and structures.
- A full color picture of whatever side(s) of my house the landscaping will be placed, so the BOD can determine how the Landscaping coordinates with the house and other landscaping already in place on the lot.
- I have drawn on the survey exactly where the Landscaping will be placed on my lot.
- A description of the types of plants and/or trees to be placed on my lot.
- A pamphlet and/or picture of any accents, curbing, or rocks, pavers, other landscaping items I plan to use in my Landscaping plan.
- A color sample of any landscaping curbing I may use. I will also include a picture of my house so the B.O.D. can determine whether the color/style I have chosen coordinates with my house.
- A copy of the landscaping plan or list of materials.
- Color or material samples where appropriate. These should include picture of the house so the paint sample and/or material samples can compare/coordinate with the house color.
- I made sure the contractor signed and filled out the contractor acknowledgement form.
- I made sure the application is complete and that every line is filled or has N/A.
- I am aware that if I complete the project myself that does not exempt me from applying for a county permit where Required for my project.
- I made sure that only proposed projects that are appropriate for a “landscaping” application are included on this “landscaping” application. Other proposed projects that belong on a different application have been submitted Separately on the appropriate application (ie. Painting my house on an exterior alteration application, or Installing hurricane shutters on an exterior alteration application. Etc.).

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Homeowner Name: _____

Lot #: _____

Address of Landscaping Addition Site: _____

Mailing Address of Homeowner: _____

(If different than Landscaping Addition 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 Landscaping Change proposed by Homeowner: _____

Your Landscaping Addition application is approved as submitted.

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

Your Landscaping Addition application is denied for the following reason: _____

Grand Haven Master Architectural Control Committee

Date