# PARKSIDE - COMMUNITY ASSOCIATION APPLICATION FOR APPROVAL OF PROPERTY MODIFICATION

APPLICATION DATE:  HOMEOWNER:  HOUSE MODEL:  ORIGINAL AREA:  Sq. Ft.  EXISTING HOUSE COLORS:  BODY TRIM  LOT #:  DOORS SHUTTERS  TELEPHONE NUMBER:  GARAGE DOOR  TYPE OF MODIFICATION  [] ROOM ADDITION (UNDER EXIST. ROOF) [] ROOM ADDITION (BEYOND EXIST. ROOF) [] SCREEN ENCLOSURE (UNDER EXIST. ROOF) [] SCREEN ENCLOSURE (BEYOND EXIST. ROOF) [] EXTERIOR HOUSE PAINTING [] POOL/JACUZZI/SPA [] HURRICANE PROTECTION SYSTEMS [] CONCRETE/PAVER EXTENSIONS [] SATELLITE DISH NOTE: IF GROUND MOUNTED SHALL BE SHROUDED BY SHRUBS [] OTHER  DESCRIPTION OF PROPOSED WORK: (PLEASE PRINT CLEARLY)		ED D WITHOUT PERMIT OT COMPLETED WITHIN 120 DAYS OF	APPROVAL
HOMEOWNER:		Email Address:	
[ ] ROOM ADDITION (UNDER EXIST. ROOF) [ ] FENCING & REQUIRED LANDSCAPING [ ] ROOM ADDITION (BEYOND EXIST. ROOF) [ ] GUTTERS / DOWNSPOUTS [ ] SCREEN ENCLOSURE (UNDER EXIST. ROOF) [ ] STORM/SCREEN DOOR [ ] SCREEN ENCLOSURE (BEYOND EXIST. ROOF) [ ] EXTERIOR HOUSE PAINTING [ ] POOL/JACUZZI/SPA [ ] HURRICANE PROTECTION SYSTEMS [ ] CONCRETE/PAVER EXTENSIONS [ ] SATELLITE DISH NOTE: IF GROUND MOUNTED SHALL BE SHROUDED BY SHRUBS [ ] SOLAR TUBE/ATTIC FAN [ ] LANDSCAPING WORK [ ] OTHER	HOMEOWNER:ADDRESS:LOT #:	EXISTING HOUSE COLORS: BODY DOORS	TRIMSHUTTERS
[ ] ROOM ADDITION (BEYOND EXIST. ROOF) [ ] GUTTERS /DOWNSPOUTS [ ] SCREEN ENCLOSURE (UNDER EXIST. ROOF) [ ] STORM/SCREEN DOOR [ ] SCREEN ENCLOSURE (BEYOND EXIST. ROOF) [ ] EXTERIOR HOUSE PAINTING [ ] POOL/JACUZZI/SPA [ ] HURRICANE PROTECTION SYSTEMS [ ] CONCRETE/PAVER EXTENSIONS [ ] SATELLITE DISH NOTE: IF GROUND MOUNTED SHALL BE SHROUDED BY SHRUBS [ ] SOLAR TUBE/ATTIC FAN [ ] LANDSCAPING WORK [ ] OTHER		TYPE OF MODIFICATION	
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	WORK TO BE PERFORMED BY: [] OWNER  Homeowners shall review a copy of the Design Guideline information is included with their submission. Missing is require resubmission. A copy of the current Design Guiprovides a list of information submission requirements, agreement. If any work commences prior to the approval.	es for Parkside prior to submitting their nformation or incomplete application idelines is available for review on the work which shall be discussed with your contain of the Architectural Control Committee.	application to ensure all required ns will delay the review process and may ebsite. The reverse side of this application tractor prior to signing an owner/contractor, the undersigned acknowledges
WORK TO BE PERFORMED BY: [] OWNER [] CONTRACTOR BLUFFTON LIC. #  Homeowners shall review a copy of the Design Guidelines for Parkside prior to submitting their application to ensure all required information is included with their submission. Missing information or incomplete applications will delay the review process and may require resubmission. A copy of the current Design Guidelines is available for review on the website. The reverse side of this application provides a list of information submission requirements, which shall be discussed with your contractor prior to signing an owner/contractor agreement. If any work commences prior to the approval of the Architectural Control Committee, the undersigned acknowledges responsibility for all costs and fees necessary to bring the work into compliance with the Declarations and/or Design Guidelines for	BUILDING PERMITS - ALL BUILDING PERMITS ARE T	HE RESPONSIBILITY OF THE OWNER	
WORK TO BE PERFORMED BY: [] OWNER [] CONTRACTOR BLUFFTON LIC. #  Homeowners shall review a copy of the Design Guidelines for Parkside prior to submitting their application to ensure all required information is included with their submission. Missing information or incomplete applications will delay the review process and may require resubmission. A copy of the current Design Guidelines is available for review on the website. The reverse side of this application provides a list of information submission requirements, which shall be discussed with your contractor prior to signing an owner/contractor agreement. If any work commences prior to the approval of the Architectural Control Committee, the undersigned acknowledges responsibility for all costs and fees necessary to bring the work into compliance with the Declarations and/or Design Guidelines for	building or structure. A permit is also required to install	or alter electrical, heating, air, gas, med	
WORK TO BE PERFORMED BY: [] OWNER [] CONTRACTOR	Signature of Owner		Date:
WORK TO BE PERFORMED BY: [] OWNER [] CONTRACTOR	COMMITTEE ACTION: [ ] APPROVED [ ] Comments:		

CONSTRUCTION SHALL BE COMPLETED WITHIN 120 DAYS AFTER MODIFICATION APPROVAL
Please complete the reverse side of this application for the required documentation
Completed Applications may be emailed to Nancy@IMCHHI.com

# **CHECKLIST FOR REQUIRED INFORMATION**

Please check off all documentation included with this application. (All bulleted section items must be included as well)

[ ] <u>PLOT PLAN</u> – Required with <u>all</u> construction and landscaping additions/modifications.

• Plan shall show all dimensions of the property, home building setback lines (front, sides, and rear), and any previous house modifications, including the location and dimensions of the proposed new work.

Note: The plot plan was provided by the Developer at closing.

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#### **DWELLING UNIT MODIFICATION**

## [ ] CONSTRUCTION -

- Site improvements such as room additions, screen enclosures, arbors, trellises, pergolas, garden structures, waterscapes, outdoor kitchens, or any other features.
- Scale drawings: 1/4" = 12" (minimum scale) are required.
- Provide the following drawings: **FRONT, SIDE, AND PLAN VIEWS and ROOF PLAN** of the new section. Existing walls, windows, roof, and roof interface must be identified in drawings.
- Indicate all dimensions (length, width, height) on all drawings of new and existing conditions.
- Label locations and types of building materials.
- Provide a GRADING PLAN if the proposed work requires changes to existing grades or drainage areas.
- Indicate utility relocation if applicable.

## [ ] <u>SUPPLEMENTAL INFORMATION</u> -

- Photograph of the entire wall of the home where the proposed work will be added.
- Brochure information or photographs showing similar types of work.
- Samples of materials and color charts.
- Any other pertinent information that will aid in evaluating the application.
- Foundation Planting Plan for solid wall additions.

#### **LANDSCAPING WORK**

- [ ] <u>LANDSCAPE PLAN</u> (New or Modified Work)
  - Provide a plan indicating the location of new or replacement plants.
  - Provide a plant list of materials to be used including plant names, quantity, and size.

## [ ] NON-STRUCTURAL LANDSCAPE WORK -

 Provide dimensioned drawings for all proposed site improvements such as walks, driveway modifications, patios, or any other landscape feature. Material, color, and all dimensions of the item, including distance to property lines and setbacks.

## [ ] SUPPLEMENTAL INFORMATION -

- Photograph of the area where work is to be performed.
- Brochure information or Photograph showing a similar type of work.
- Any other pertinent information that will aid in evaluating the application.

#### **OTHER HOME IMPROVEMENTS.**

## [] INFORMATION PACKAGE:

- Submit any additional product information, photographs, that best describe the proposed work.
- Landscape Accessories/Ornaments:
  - o Mark each item on the plot plan
  - o Photograph/Catalog picture of each item with dimensions

If all of the required information is not submitted with your application, the application will be viewed as incomplete and will not be submitted for committee review.