

ARCHITECTURAL REVIEW BOARD APPLICATION

OCEAN GATE VILLAS, HPR

Please complete this application form and forward, with requested information, to the Association's Community Manager for processing. Please do **not** commence work until you receive approval of your application from the Architectural Review Board (Board of Directors).

Date of Application ____/____/____

Applicant's Name _____ Phone Number (____) _____ - _____

Property Address _____ Email Address _____

- APPLICATION FOR:** Plumbing Electrical Flooring Carpentry Exterior Painting
- Deck Enclosures/Windows Change to Floor Plan Adding/Moving Walls
- Landscaping
- Adding Openings to Current Walls Other _____

Description of Project:

Please provide a description of what changes will be made. Applications must include all that are applicable to your project type including but not limited to: lot survey, site plans, diagrams, color sample photos, material specifications, and any other information that will help to adequately describe the proposed project. Detailed submissions decrease the likelihood of delays due to further information being requested for review. All landscaping plans must include the size, number and type of plants to be approved.

Failure to provide complete information will delay the approval process.

NOTE: It is the property owner's responsibility to ensure that all requests conform to applicable zoning and building regulations and that approved projects are properly permitted in accordance with all city, state and municipal requirements.

ATTACHMENTS SUBMITTED BY PROPERTY OWNER

- Written description of project (above)
- Lot survey copy showing location of addition or installation (if applicable)
- Specifications (i.e. copies of plans indicating dimensions, materials, colors etc.)
- Other (i.e. pictures, brochures, etc.)

Please review Ocean Gate's Master Deed and ByLaws prior to submission.
This Document can be found online at www.imchhi.com/ocean-gate.
Only 1 Request Per Application

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