HARBOUR LANDINGS ESTATES (HLE) ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION



| Please submit to: | <u>manager@harbourlandingsestates.com</u> www.harbourlandingsestates.com | Harbour Landings Estates Association, Inc. P.O. Box 670, Cortez, FL 34215 941-870-5600 |
|-------------------|---|---|
| | LOT OWNER / APPLICANT Info | CONTRACTOR Info |
| Name / Company: | | |
| Address / Lot #: | / | |
| CSZ: | Cortez, FL 34215 | |
| Phone(s): | | |
| 24 Hour Phone(s): | | |
| Email: | | |

SUBMIT ONE APPLICATION PER IMPROVEMENT. THE APPLICATION MUST BE RECEIVED AT LEAST TEN (10) DAYS PRIOR TO THE ARB MEETING. THE ARB MEETINGS AND SUBMISSION DEADLINES SCHEDULES ARE POSTED ON THE HLE WEBSITE.

PLEASE REVIEW THE HLE COVENANTS, CONDITIONS AND RESTRICTIONS (CC&Rs) AND THE HLE ARCHITECTURAL STANDARDS AND GUIDELINES TO ENSURE YOU HAVE INCLUDED ALL THE REQUIRED SUBMISSIONS.

INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.

Please indicate the nature of your Improvement and include information as required by the HLE CC&Rs and the HLE Architectural Standards and Guidelines. Information includes, but is not limited to plans and specifications, drawings, samples, cut sheets, data sheets, catalog pages, narrative or other information that will help communicate your request. Use additional pages if necessary.

Lot Owner / Applicant assumes full responsibility and liability for the Improvements requested in this ARB Application. Lot Owner / Applicant acknowledges: 1) all required Manatee County Building Permits will be obtained; 2) this application is in accordance with the Building and Zoning Codes of Manatee County, the HLE CC&Rs, and HLE Architectural Standards and Guidelines; 3) Utility Locator Services will be completed prior to any digging; 4) receipt, understanding and compliance with the Construction Work Rules and HLE Community Information Sheet and; 5) responsibility for GC, Subcontractors and all workers compliance with above. Lot Owner / Applicant accepts responsibility for any damages caused by the construction of the Improvement and the risk of incurring cost of removal, modification and litigation if project is started without written approval from the ARB.

/

Date

Harbour Landings Estates (HLE) Architectural Review Board (ARB) Application Tips



The ARB needs your help to speed and smooth the ARB Application process. There are several types of improvements, some are much simpler than others.

Typical Improvements:

Projects that the ARB requests notification only:

Please see the Architectural Standards and Guidelines, page 7, Routine Procedures, for a list.

Projects that *require* an ARB Application:

Most ARB Applications are for items like landscaping changes, equipment installation, decorative changes, etc., to an existing home. Submittal requirements and criteria for evaluation are in the <u>Architectural Standards and Guidelines</u> page 3, paragraphs 3 & 4.

- **Tip:** <u>Digital copies are required.</u> Please gather all your information and send it in <u>one</u> email. Multiple emails sent at different times usually guarantees information will be lost. If file sizes make a single email impractical, please send all emails at the same time, and label the emails as 1 of #, 2 of #, etc.
- **Tip:** The ARB displays submissions on a TV screen during the meeting. Plans, spec sheets and <u>pictures</u> <u>with captions</u> are an especially effective means of displaying your materials.
- **Tip:** When submitting pictures, please do so as attachments in landscape format in either 1) a PowerPoint Show, 2) a .pdf file format, or 3) individual photo files that are captioned or named to describe what they are. Please <u>do not</u> send photos embedded in emails, they <u>cannot be accepted</u> as submittals.

Boat Lifts and Other Boat Basin Improvements :

See the <u>Architectural Standards and Guidelines</u>, page 7, Boat Lifts and Other Boat Basin Improvements and the <u>HLE CC&Rs</u> <u>Article 16.15 Docks</u>, <u>Boat Slips and Dockside Areas</u>, with emphasis on paragraphs <u>16.15 (k) Lifts</u> & <u>16.15 (l) Utilities</u>.

Tip: The tips listed above also apply.

New Construction or any Improvements involving Structural Changes :

For <u>any</u> construction the best tip is to read and completely understand the <u>HLE CC&Rs</u>, with emphasis on <u>Article 17</u>. Architectural Control, <u>Article 18</u>. Permitted Improvement Restrictions and Architectural <u>Standards</u>, <u>Paragraphs 16.01</u> Use of Lots, <u>16.14</u> Fences and the <u>Architectural Standards and Guidelines</u>.

General:

- Tip: To avoid problems, please contact the Community Manager or ARB Chair with <u>any</u> questions.
- **Tip:** The ARB will render a decision on the Application in the ARB meeting, and a written, signed review will be sent as soon as practical (usually within 4 days) after the meeting.

The ARB thanks you for using the ARB process and look forward to a quick and smooth Application process.

Best regards,

The Architectural Review Board