

**BOTANICA/SEA PLUM MASTER ASSOCIATION, INC.**

**ARCHITECTURAL CHANGE FORM**

c/o Bristol Management Services, Inc.

1930 Commerce Lane, Suite #1, Jupiter, Florida 33458

(561) 575-3551 Fax: (561) 575-5423

Name of Applicant/Homeowner \_\_\_\_\_

Address of Unit \_\_\_\_\_

Address of Applicant (if different) \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Application \_\_\_\_\_

Telephone Number - Daytime \_\_\_\_\_

Telephone Number - Evenings \_\_\_\_\_

**DESCRIPTION OF ADDITION, CHANGE, MODIFICATION, INC.**

Submit this form for all proposed additions, changes, modifications, etc., accompanied where appropriate by floor plans, exterior elevations (all views), and site plans (showing applicable setbacks, dimensions from property lines to proposed structures, etc). In addition, submissions will include proposed colors, and patterns, materials and all additional information necessary for the Board of Directors and the Jupiter Florida Building Department (when involved) to make an informed decision. **If all required information is not received with this completed application, the Board will automatically reject the application until all requested information is received.**

Description \_\_\_\_\_

The undersigned acknowledges that they have read and understand this application. They also understand that until a signed approval is received, no work is to be started.

Applicant's Signature \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

**CONDITIONS OF APPROVAL**

1. **It is the responsibility of the homeowner to obtain and display all required permits prior to work beginning.**
2. A Five Hundred Dollar (\$500.00) deposit for common area damage is required from any party doing any concrete work, installing or constructing fences, solar panels, swimming pool, patio or pool screen enclosures and pool heaters. Deposit is refundable when Association Manager confirms that all roadways and landscaping are restored to the original state.
3. If approved, exterior shutters boxes and exterior tracks must match the adjacent exterior wall color, and typically the upper housing must be mounted against the fascia board and soffit.
4. Homeowner is responsible for coordinating with irrigation management company and/or subsurface utility company (telephone, cable, electric, etc.) prior to commencing any lot excavation in order to identify any irrigation or utility lines in the path of excavation.
5. Homeowner is responsible for maintaining and trimming all landscape materials approved by the ACC. No landscaping materials may encroach on neighboring properties or common areas.
6. Pool heaters, generators and other ground-based structures are to be screened from view with approved hedge plantings.
7. Pool heaters, satellite dishes (with tops no more than 36" above ground), and other ground-based structures are to be screened from view with hedge plantings (i.e., Hibiscus, Eugenia or Viburnum) planted 30" high and 18" on center at installation.

ACC Members Signature \_\_\_\_\_ [  ] Approved [  ] Rejected Date \_\_\_\_\_

ACC Members Signature \_\_\_\_\_ [  ] Approved [  ] Rejected Date \_\_\_\_\_

ACC Members Signature \_\_\_\_\_ [  ] Approved [  ] Rejected Date \_\_\_\_\_

**ADDITIONAL COMMENTS** \_\_\_\_\_

**APPLICATION IS REJECTED** \_\_\_\_\_

