

Pace Island Owners Association

ADB APPLICATION SUBMISSION FORM

In order for an application to be considered by the ADB, it must contain a minimum of the following attachments for the submission category. It will not be placed on the meeting agenda for review without the appropriate information. Complete applications must be submitted two (2) business days prior to the ADB meeting date, e.g., Friday is the deadline for a Tuesday ADB meeting date.

Please note that some applications may require additional documentation and/or may require the property owner to pay an architectural/engineering review charge.

Please see the ADB Policies/Procedures/Guidelines for submission details.

NEW CONSTRUCTION APPLICATIONS:

- Statement of Work
- Survey of Parcel (Site Plan)
- Two (2) sets of Construction Plans (one copy to be retained by the ADB)
- Landscape Plan

REMODELING, MAJOR MAINTENANCE OR ADDITIONS:

- Statement of Work
- Survey of Parcel With Existing Home or Structure and New Addition or Structure Added
- Two (2) sets of Plans (one to be retained by the ADB)

LANDSCAPING (This includes removal of any tree greater than 3" in diameter at breast height):

- Statement of Work (must also meet the attached ADB Minimum Landscaping Guidelines)
- Survey of Parcel, County Property Appraiser Survey, or Drawing with Building Restriction Lines (Site Plan)
- Landscaping Plan drawn on Survey with Existing Landscaping and Proposed Landscaping Plan Highlighted

OTHER IMPROVEMENTS/MODIFICATIONS/MAINTENANCE:

- Statement of Work
- Sample of Materials or Colors

***Please contact the Office at 278-6560 if you have questions
regarding the Application Process.***

PACE ISLAND OWNERS ASSOCIATION
ARCHITECTURAL DESIGN BOARD APPLICATION

Request for Architectural Review

Incomplete requests will not be processed.

Please attach a copy of parcel final boundary survey (site plan) showing location of improvement, modification and/or major landscaping in relation to other parcel elements, the property lot lines and building restriction lines (BRL).

Date Submitted: _____

Resident's Name: _____ Unit/Lot # _____

Property Address: _____

Daytime Phone: _____

PROPERTY IMPROVEMENT/MODIFICATION/MAJOR LANDSCAPING REQUEST: Please include complete description, dimensions, drawings, brochures, materials (samples, if available), color samples, etc.

NOTE: Any permits required by Government Agencies (Federal, State or Local) are still required and are the responsibility of the homeowner to obtain.

For underground work, contact Sunshine State One Call to locate underground utilities: 811 or 800-432-4770.

The ADB has up to thirty days to act on your request.

By signing this request for review, you permit the ADB to visit your property to view the modifications to your parcel as noted above.

Owner Signature: _____

Date: _____