

REQUEST FOR ARCHITECTURAL REVIEW
NORMANDY VILLAGE PROPERTY OWNERS ASSOCIATION, INC.

Directions:

1. Fill in requested information
2. Sign form
3. Mail with proper postage and postmark to:
Normandy Village POA
c/o Soleil Property Management
PO Box 212964
Royal Palm Beach, FL 33421

Name: _____

Address: _____

Phone: (H) _____ (W) _____

If you have any questions about this form, or what is required for your project, please contact the Agent for the Association.

- A. **Brief Description:** In the space below or on an attached page, give a description of the alteration, improvement, addition or other change you would like to make to the exterior of your home (*to avoid delays, be as clear as possible*). Please include such detail as the dimension, materials, color, design, location and other pertinent data.

B. Please attach to this application the following items (see also attachment 1):

- _____ Survey/Lot plan showing the location of the improvement
- _____ Plans, elevations or detailed sketch
- _____ Paint color chip
- _____ Copy of building permit
- _____ \$75.00 Irrigation Wet Check Fee for structural items or when digging is required.
- _____ Refundable Deposits are required: Fencing - \$500.00 deposit
- _____ Pool, Spa, Room Additions - \$1,000.00 deposit
- _____ Other _____

HOMEOWNER AFFIDAVIT

I have read, understand and agree to abide by the Covenants, Restrictions and Design Guidelines of the Association and agree to abide by them. I understand and, in return for approval, I agree to be responsible for the following:

- For all losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- For any encroachment(s);
- To comply with conditions of acceptance (if any); and
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval can be revoked and the modification shall be removed by the owner at owner's expense.
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yard) to carry storm water off the lot and to maintain positive drainage away from home. The Association and or developer shall not be responsible for any effect proposed landscaping installation may have on this drainage. The applicant shall be responsible.
- Access for all approved work shall be from the owner's property and not from common areas or neighbor's property.

All construction including but not limited to renovations, additions, or landscape require a review by the landscape committee or appropriate board member and the HOA approved Irrigation Company.

- The review shall determine if any underground services/utilities may be impacted and determine appropriate areas for relocation.
- The homeowner shall be responsible to contact the appropriate utility company and make arrangements to have any underground service routed clear of the construction area.
- Main line landscape irrigation, defined as irrigation pipes supplying water to more than one valve in a circuit, that is located beneath or contained within an easement of the proposed construction area, shall be relocated at the homeowners expense to an easement defined below by the Normandy Village POA approved irrigation company.
- Irrigation valves, that are located beneath or contained within an easement of the proposed construction area, shall be relocated at the homeowners expense to an easement defined below by the Normandy Village POA approved irrigation company.
- Secondary line landscape irrigation, defined as end-of-run irrigation pipes supplying water to individual sprinkler heads, rotors, bubblers, or items of the like, that is located beneath or contained within an easement of the proposed construction area, shall be relocated at the homeowners expense to areas appropriate to provide adequate irrigation coverage of the remaining landscape by the homeowner or an appointed irrigation company.
- At no point shall any irrigation pipes, main lines or secondary lines, be allowed to remain pressurized under the construction area after proposed construction is complete.
- A member of the landscape committee, board member or the management company is required to make arrangements to have a wet check performed, at the homeowner's expense, of the proposed construction area prior to and after project completion. The wet check shall determine location of main lines, valves, secondary lines, and irrigation sprinklers that require relocation.
- Easement is defined as 60 inches from the project area boundary and at least 16 inches under grade for main lines and 8 inches for all other irrigation items. If these easements cannot be obtained due to encroaching building easements, utility placement, or other related items, a deviation shall be reviewed by the landscape committee or HOA board members.

I also understand that the ARC does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; for soil erosion of incompatible or unstable soil conditions; for mechanical, electrical or any other technical design requirements for the proposed construction, alteration or addition; or for performance, workmanship or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Architectural Control Committee or Board of Directors. If the modification is not approved or does not comply, I may be subject to court action by the Association. In such an event, I shall be responsible for all reasonable attorney's fees.

Date of Request

Signature of Homeowner

Do not write below this line

_____ Approved by Architectural Control Committee

_____ Approved subject to following conditions:

_____ Pending, insufficient information. Resubmit requested information. Be sure to include the following.

_____ Denial, not approved for following reason:

By: _____
Signature of ACC Member or Agent

Date: _____