

**SITE PLAN APPLICATION – ONE REQUEST ONLY**

**MULTIPLE REQUESTS ON ONE APPLICATION WILL BE RETURNED.**

The Declaration of Covenants and Restrictions of Oak Hollow Article V, Section 2, paragraph (a) states – No building, fence, wall or other addition or modification to existing structures shall be commenced, erected or maintained upon the PROPERTIES, nor shall any exterior addition to or change or alteration therein, including patio covers, be made until the plans, drawn to appropriate scale and specifications showing the nature, kind, shape, height, material and location of same including exterior color scheme shall have been submitted and approved in writing as to harmony of external design and location in relation to surrounding structures, topography, and vegetation by the Environmental Control Committee.

SITE ADDRESS: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK \_\_\_\_\_

Application is hereby being made for the following: ADDITION \_\_\_\_\_ MODIFICATION \_\_\_\_\_

\_\_\_\_\_ Landscaping \_\_\_\_\_ Driveway Extension  
\_\_\_\_\_ Patio \_\_\_\_\_ Screen Enclosure \_\_\_\_\_ Other

- Attach a copy of lot layout with location of the proposed change, alteration, renovation or addition highlighted. Requests must be submitted on a plot plan with accurate measurements from proposed changes to property lines.
- Attach all applicable contractor estimates or proposals.

Please describe your proposed project below and show in detail your proposed addition or modification

**Description/Materials/Dimensions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

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All requests must be started within 30 days of approval & completed within 90 days. If a project is not completed within 90 days, re-approval from the committee is required.

I/We hereby understand agree to the following terms:

1. No work will begin until written approval is received from OHPOA Environmental Committee.
2. All work will be done by me or a licensed contractor using quality workmanship.
3. All work will be performed at a time and in a manner to minimize interference and inconvenience to other residents.
4. I/We assume all liability and will be responsible for all damage to other properties and/or common areas or injury which may result from performance of this work.
5. I/We am/are responsible for complying with and will comply with all applicable federal, state and local laws, codes, regulations and requires in connection with this work.
6. **IT IS MY/OUR RESPONSIBILITY TO CONTACT CHARLOTTE COUNTY ZONING AND PLANNING ( 941) 743-1964) TO SEE IF A PERMIT IS REQUIRED FOR THIS JOB AND ACQUIRE THE PERMIT PRIOR TO COMMENCEMENT.**
7. I/We will contact the underground utility locating service "Call Sunshine", at least three days prior to any digging at 811 or apply online. (No charge to homeowner for this service).
8. Use of this site plan to request property changes gives the Architectural Committee/Property Manager permission to enter the property *before* approval is granted and *after* completion for final inspection.  
\*\*\*Notice will be given prior to the committee representative accessing the property.

**OWNER / RESIDENT:** Please notify the office when work is completed for final inspection.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Office Use: \_\_\_\_\_

Property Manger reviewed site plan. \_\_\_\_\_ Date: \_\_\_\_\_

Board Member reviewed site plan \_\_\_\_\_ Date: \_\_\_\_\_

Board Member reviewed site plan \_\_\_\_\_ Date: \_\_\_\_\_

Environmental Control Committee APPROVED / DENIED site plan. Date: \_\_\_\_\_

Date Received \_\_\_\_\_ Date Sent to Owner \_\_\_\_\_

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