

OAK HOLLOW PROPERTY OWNERS' ASSOCIATION, INC.
1111 Forrest Nelson Blvd. Port Charlotte, FL 33952
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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 PLAN APPLICATION

SITE ADDRESS: _____ LOT: _____ BLOCK _____

Please describe your proposed project and show in detail your proposed addition or modification. Requests must be submitted on a plot plan with accurate measurements showing property lines and proposed changes. **All approved site plans 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.

Application is hereby being made for the following project:

Accurate measurements of proposed changes required.

Attach applicable contractor estimates or proposals.

Project Start Date: _____ Completion Date: _____

I/we understand and 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 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 SECURE ANY REQUIRED PERMIT FOR THIS JOB PRIOR TO THE COMMENCEMENT OF WORK ON THE PROJECT.**
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.

Signature of Owner: _____ Date: _____

Phone #: _____

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

Required Attachments: Charlotte County permit requirements.
Applicable Rule and Regulation or Covenant governing the scope of work.

OFFICE USE ONLY:

Date Site Plan received in office: _____

Date Site Plan provided to Environmental Committee for Review/Approval: _____

Date Site Plan Approval/Denial notification to Owner: _____

Environmental Control Committee APPROVED / DENIED site plan. Date: _____

If Denied, Reason for Denial: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Board Liaison: _____ Date: _____

Property Manger reviewed/approved site plan.

_____ Date: _____

Comments: _____
