

PARKSIDE - COMMUNITY ASSOCIATION
APPLICATION FOR APPROVAL OF PROPERTY MODIFICATION

TYPE OF APPLICATION: NEW
 PREVIOUSLY DENIED
 WORK PERFORMED WITHOUT PERMIT
 CONSTRUCTION NOT COMPLETED WITHIN 120 DAYS OF APPROVAL

APPLICATION DATE: _____ **Email Address:** _____

HOMEOWNER: _____ HOUSE MODEL: _____ ORIGINAL AREA: _____ Sq. Ft.
ADDRESS: _____ EXISTING HOUSE COLORS: _____
 BODY _____ TRIM _____
LOT #: _____ DOORS _____ SHUTTERS _____
TELEPHONE NUMBER: _____ GARAGE DOOR _____

TYPE OF MODIFICATION

<input type="checkbox"/> ROOM ADDITION (UNDER EXIST. ROOF)	<input type="checkbox"/> FENCING & REQUIRED LANDSCAPING
<input type="checkbox"/> ROOM ADDITION (BEYOND EXIST. ROOF)	<input type="checkbox"/> GUTTERS /DOWNSPOUTS
<input type="checkbox"/> SCREEN ENCLOSURE (UNDER EXIST. ROOF)	<input type="checkbox"/> STORM/SCREEN DOOR
<input type="checkbox"/> SCREEN ENCLOSURE (BEYOND EXIST. ROOF)	<input type="checkbox"/> EXTERIOR HOUSE PAINTING
<input type="checkbox"/> POOL/JACUZZI/SPA	<input type="checkbox"/> HURRICANE PROTECTION SYSTEMS
<input type="checkbox"/> CONCRETE/PAVER EXTENSIONS	<input type="checkbox"/> SATELLITE DISH <small>NOTE: IF GROUND MOUNTED SHALL BE SHROUDED BY SHRUBS</small>
<input type="checkbox"/> SOLAR TUBE/ATTIC FAN	<input type="checkbox"/> LANDSCAPING WORK
<input type="checkbox"/> OTHER	

DESCRIPTION OF PROPOSED WORK: (PLEASE PRINT CLEARLY)

WORK TO BE PERFORMED BY: OWNER CONTRACTOR _____ BLUFFTON LIC. # _____

Homeowners shall review a copy of the Design Guidelines for Parkside prior to submitting their application to insure all required information is included with their submission. **Missing information or incomplete applications will delay the review process and may require resubmission.** A copy of the current Design Guidelines is available for review on the website. The reverse side of this application provides a list of information submission requirements, which shall be discussed with your contractor prior to signing an owner/contractor agreement. If any work commences prior to the approval of the Architectural Control Committee, the undersigned acknowledges responsibility for all costs and fees necessary to bring the work into compliance with the Declarations and/or Design Guidelines for Parkside.

BUILDING PERMITS – ALL BUILDING PERMITS ARE THE RESPONSIBILITY OF THE OWNER

The Town of Bluffton Office of Building Safety (843-706-4522) requires a Building Permit to construct, alter, repair, move, or demolish a building or structure. A permit is also required to install or alter electrical, heating, air, gas, mechanical or plumbing equipment. Owner is responsible for all fines and cost if a Building Permit is required and not obtained.

Signature of Owner _____ Date: _____

COMMITTEE ACTION: APPROVED APPROVED AS NOTED NOT APPROVED

Comments: _____

CONSTRUCTION SHALL BE COMPLETED WITHIN 120 DAYS AFTER MODIFICATION APPROVAL

Please complete reverse side of this application for required documentation

Completed Applications may be emailed to keddy@atlanticstatesmanagement.com

CHECKLIST FOR REQUIRED INFORMATION

Please check off all documentation included with this application. (All bulleted section items must be included as well)

[] **PLOT PLAN** – Required with **all** construction and landscaping additions/modifications.

- Plan shall show all dimensions of the property, home building setback lines (front, sides and rear), any previous house modifications, including location and dimensions of the proposed new work.

Note: Plot plan was provided by Developer at closing.

DWELLING UNIT MODIFICATION

[] **CONSTRUCTION** -

- Site improvements such as: room additions, screen enclosures, arbors, trellises, pergolas, garden structures, waterscapes, outdoor kitchens, or any other features.
- **Scale drawings: 1/4" = 12"** (minimum scale) **are required.**
- Provide the following drawings: **FRONT, SIDE AND PLAN VIEWS and ROOF PLAN** of the new section. Existing walls, windows, roof, and roof interface must be identified in drawings.
- Indicate all dimensions (length, width, height) on all drawings of new and existing conditions.
- Label locations and type of building materials.
- Provide a **GRADING PLAN** if the proposed work requires changes to existing grades or drainage areas.
- Indicate utility relocation if applicable.

[] **SUPPLEMENTAL INFORMATION** -

- Photograph of entire wall of home where proposed work will be added.
- Brochure information or photographs showing similar type work.
- Samples of materials and color charts.
- Any other pertinent information that will aid in evaluating the application.
- Foundation Planting Plan for solid wall additions.

LANDSCAPING WORK

[] **LANDSCAPE PLAN** - (New or Modified Work)

- Provide a plan indicating location of new or replacement plants.
- Provide a plant list of materials to be used including plant names, quantity and size.

[] **NON-STRUCTURAL LANDSCAPE WORK** -

- Provide dimensioned drawings for all proposed site improvement such as: walks, driveway modifications, patios, or any other landscape feature. Material, color and all dimensions of item, including distance to property lines and set backs.

[] **SUPPLEMENTAL INFORMATION** -

- Photograph of area where work is to be performed.
- Brochure information or Photograph showing similar type work.
- Any other pertinent information that will aid in evaluating the application.

OTHER HOME IMPROVEMENTS.

[] **INFORMATION PACKAGE** :

- Submit any additional product information, photographs, that best describes the proposed work.
- Landscape Accessories/Ornaments:
 - Mark each item on plot plan
 - Photograph/Catalog picture of each item with dimensions

If all of the required information is not submitted with your application, the application will be viewed as incomplete and will not be submitted for committee review.