

**APPLICATION FOR ARCHITECTURAL REVIEW – FINAL ADDITION OR NEW RESIDENCE**  
(Please print or type)

**This application must be submitted prior to the commencement of work.**

Owner's Name \_\_\_\_\_ Home Tel \_\_\_\_\_ Work Tel \_\_\_\_\_  
Owner's Address \_\_\_\_\_  
Address of Property to be improved \_\_\_\_\_ Lot # \_\_\_\_\_  
Contractor's Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Architect's Name \_\_\_\_\_ Phone # \_\_\_\_\_

In accordance with the General Covenants and Restrictions covering the property described above, I/we hereby apply for written consent to commence the following architectural or landscape project:

Briefly describe the request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Final Documents Submission**

Two sets, in twenty-four by thirty-six inch format (24" x 36"), with the embossed seal of the Architect and/or Landscape Architect affixed, shall be submitted. Included shall be:

N/A	Submitted	(Refer to ADR Manual for details required on the following items.)
_____	_____	1. Completed Final Application Form (signed by Owner) & Balance of Review Fee
_____	_____	2. Executed Contractor Agreement, Community Fee and Construction Deposit
_____	_____	3. Final survey (sealed by a Licensed Surveyor within one year)
_____	_____	4. Final Site Plan and Calculation Table
_____	_____	5. Final Foundation Plan
_____	_____	6. Final Architectural Floor Plans
_____	_____	7. Final Roof Plan
_____	_____	8. Final Elevations
_____	_____	9. Final Building & Wall Sections (include column, trim, fascia & soffit details)
_____	_____	10. Final Door, Window and Hurricane Protection Schedules and Details
_____	_____	11. Final Specifications (include exterior residence & site materials & colors)
_____	_____	12. Final Mechanical, Plumbing & Electric Documents
_____	_____	13. Final Landscape/Hardscape Documents
_____	_____	14. Proposed Construction Plan & Schedule, including these targeted dates:
		➤ Demolition of existing residence (if applicable) _____
		➤ Notice of Commencement _____
		➤ Foundation Layout _____
		➤ Masonry and Framing Completion _____
		➤ Completed Exterior Details & Applied Test Color Samples _____
		➤ Completed Hardscape (drives/walks/ patios/ pools/spas) _____
		➤ Completed Landscape and Irrigation _____
		➤ Proposed Certificate of Occupancy _____

Projects must be completed within time specified in Construction Section of the Architectural Design Review Manual. Projects lasting over allowed time may be subject to loss of their construction deposit and reasonable fines.

Should a project exceed the allowed time frame, a request must be made to the ADR for an extension. If an extension is granted a project schedule must be provided showing completion dates for construction. Should these completion dates not be met a fine of \$100/day per deadline missed with a maximum of 10 days will be imposed upon the contractor. These fines may be paid directly or taken out of the contractor deposit. Should the deposit be used for payment of fines the ADR may require it be replenished prior to commencement of further construction.

If my application is approved, it is understood that APPROVAL is for the above-described work only and is detailed in the Final Approval letter based upon facts presented. I understand that all approved plans must begin construction within 90 days of approval or said Final Approval letter becomes null and void. I further understand that architectural review fees are non-refundable should the approved project be delayed or cancelled. Additional fees will be charged to reactivate a project and/or to review new plans.

If an existing house is to be demolished to make way for new construction, such demolition may not occur prior to the Final Approval by the ADR and new construction must commence within 90 days thereafter. See Architectural Design Review Manual for further requirements.

All rules, regulations and covenants in the Admiral's Cove Master Property Owners Association Architectural Design Review Manual shall be in effect unless specifically delineated and approved on the approved drawings. It is the responsibility of the petitioner (Homeowner) to specifically request any variance or change from the requirements.

The applicant has the sole responsibility for building permits, environmental and governmental permits, engineering tests, drainage, etc. and/or any other areas requiring advice or approval.

Further, each applicant shall be solely responsible for damages to persons and property during the construction or material delivery phase for the above listed request.

Construction hours are 7:00 am to 5:30 pm, Monday through Saturday. Between the hours of 7:00 am and 8:00 am shall be used for organizational purposes. After 8:00 am "noisy" construction may commence, except on Saturday. Any contractor creating a disturbance while working on a Saturday will immediately cease all work for that day at time of oral notice by an agent or representative of the Association. No outside construction work will be permitted on Sundays; however quiet interior work will be permitted. No work on following Holidays or observed Holiday: New Years, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving & Christmas Day.

Construction Parking will be confined to the subject lot, the available street space at the curb bordering the subject lot, or off of Admiral's Cove property.

Flagman/Flagmen will be required, at the discretion of the POA or Security, to control overflow parking and traffic. The POA reserves the right to stop construction until such time they deem parking/traffic issues have been remedied or have adhered to POA requests.

Permission is hereby granted for members of the Architectural Design Review Committee (ADR) and/or Admiral's Cove POA staff or their agent to make reasonable inspection of the property prior to, during and following the proposed improvement.

Within 30 days after completion and before any Construction Deposit will be returned, a signed and sealed As Built Survey must be submitted. A final ADR inspection will occur and a Certificate of Compliance will be issued.

By signing below, Owner & Contractor signifies that he/she is responsible for and bound by all Association Rules, Covenants, Bylaws, Guidelines and all requirements of the Architectural Design Review Manual.

Property Owner Signature (Note – Application will not be reviewed without fee.)

Date \_\_\_\_\_

**FINAL FEE MUST BE SUBMITTED WITH APPLICATION**  
**(RECEIPT OF FEES DOES NOT CONSTITUTE APPROVAL)**

**OWNER'S FEE**

**Review, Processing, Inspections & Certifications (New construction & additions)**

**Total Area (sq ft) projected @ \$1.70/sq ft**

**Sq Ft \_\_\_\_\_ x \$1.70 = \$ \_\_\_\_\_**

**Less Preliminary Fee Paid \$ \_\_\_\_\_**

**FINAL OWNERS FEE NOW DUE \$ \_\_\_\_\_**

**Review Fee for all other work - balance due (if any) \$ \_\_\_\_\_**

**Inspections & Certifications Fees**

**Sq Ft \_\_\_\_\_ x \$1.56 = \$ \_\_\_\_\_**

**There will be a minimum of \$400.00 for these inspections.**

**Curbing Replacement**

**Linear Ft \_\_\_\_\_ x \$131.00 = \$ \_\_\_\_\_**  
**(Linear Calculations Will Be Taken From Landscape/Hardscape Plans Provided.)**

*\*\* To be performed on behalf of the owner, at owner's expense, by the POA to insure proper aesthetic appearance and drainage needs. \*\**

**Should the scope of the project change the fee shall be adjusted accordingly.**

Amount Received \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

Approved as Submitted \_\_\_\_\_ Approved as Noted \_\_\_\_\_ Advise & Resubmit \_\_\_\_\_ Rejected \_\_\_\_\_

Final Approval Date \_\_\_\_\_ By \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED  
AND WILL BE RETURNED**