

# EXHIBIT #4 – ARCHITECTURAL REVIEW APPLICATION (Major or Minor Alteration)

TO: Modification Architectural Design Committee (MADC)

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

Contractor Email: \_\_\_\_\_

Check the alteration you are submitting below. Please refer to the attached pages for submittal requirements. Lack of the requested information may result in your approval being delayed or denied.

**SUBMITTAL DEADLINE: Wednesday at 4:00 p.m.** to make the next Modification Architectural Design Committee (MADC) meeting. MADC meetings are held the first and third Wednesdays of each month.

### MINOR ALTERATION

- Ornaments/Decorations/Pots
- Wall / Fence
- Propane Tank / Generator
- Solar Devices
- Satellite Dish
- Exterior Lighting
- Well Installation
- Other \_\_\_\_\_

- Pavers/Staining/Stamping
- Gutters/Downspouts
- Exterior Color Selection/Roofs
- Landscape Improvements
- Curbing/Stones
- Tree Removal/Replacement
- Front Door & Window Replace
- Hurricane Shutters

### MAJOR ALTERATION

- Pool
- Screen Enclosure
- Ancillary Structure
- Addition
- Coquina/Sea/Retaining Wall
- Boat House / Dock
- Other \_\_\_\_\_

**FEES/DEPOSITS Make check payable to: Grand Haven Master Association:**

Major Alteration Deposit	<b>\$1000.00</b>	Refundable after successful inspection
Non-compliance Fee	<b>\$100.00</b>	<b>Fee is NOT refundable</b>
Minor Alteration Fee	<b>NO FEE</b>	

**Remit all items to:**  
Southern States Management Group  
2 Camino Del Mar  
Palm Coast, Florida 32137

**For your convenience, a white Submittal Drop Box is located on Marlin Dr. across from Lakeside Dr.**

**Questions or additional assistance:** Please contact Southern States Management Group at 386-446-6333

**NOTICE:** These plans will be reviewed for the limited purpose of determining the aesthetic compatibility of the plans with the community in general in the subjective opinion of the approving authority. These plans are approved for a limited purpose. No review has been made with respect to functionality, safety, and compliance with governmental regulations or otherwise and any party with respect to such matters should make no reliance on this approval. The approving authority expressly disclaims liability of any kind with respect to these plans (see Second Amended and Restated Declaration of Covenants, Conditions and Restrictions of the Grand Haven Master Association Article VIII, paragraph 8.7)

**PROPERTY OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# **MINOR OR MAJOR ALTERATIONS CHECKLIST**

## **DO NOT SUBMIT WITH EXHIBIT # 4**

### **MINOR ALTERATIONS**

#### **Ornaments / Decorations / Pots**

(Birdbath, fountain, statues, sundial, bench, landscape curbing/edging, or any non-organic item placed on property)

- Landscape plan depicting existing plant material and proposed plant material
- Color photo brochure of ornament/decoration
- Color photo of area of yard where ornament/decoration will be located

#### **Wall / Fence**

- Site plan depicting location of existing structure and proposed structure
- Landscape plan depicting existing plant material and proposed plant material
- Color photo brochure of proposed fence
- Construction drawing of proposed wall, including texture and color of exterior

#### **Propane Tank / Generator**

- Site plan depicting location of existing structure and proposed structure
- Landscape plan depicting existing plant material and proposed plant material
- Color photo brochure of proposed structure
- Propane tank capacity (gallons)

#### **Solar Energy Device**

- Site plan depicting location of existing structure and energy device location on roof and heater equipment
- Color photo brochure of energy device

#### **Satellite Dish**

- Site plan depicting location of existing structure and satellite location
- Color photo brochure of satellite

#### **Exterior Lighting**

- Color photo of area lighting will be located
- Color photo brochure of lighting unit, including dimensions

#### **Pavers / Driveway Stain / Stamping**

- Site plan depicting location of existing structure and paver location
- Color photo brochure of paver / stain selection
- Color photo of front elevation of house, including driveway

#### **Hurricane Shutters**

- Site plan depicting location of existing structure and shutter location
- Color photo brochure of shutter selection

#### **Gutters and Downspouts**

- Site plan depicting location of gutters and downspouts
- Color photo brochure of gutter and downspout selection

#### **Exterior Color Selection/Roof**

- Color photo of front elevation of house, including roof
- Color selection chips indicating body, trim, shutter, baluster, column, corbel, railing and front door.
- Finish paint type (satin or flat)
- Finish paint Light Reflective Value (LRV) index. Index is often found on back of paint chip.
- If the entire home is to be repainted and no house numbers are present, install required house numbers per standards and indicate the location.
- Sample roof material for new roofs

### **Landscape Improvements**

- Landscape plan depicting existing plant material, proposed plant material and plant size.
- Attach photos of existing plant material

### **Well**

- Signed Well Agreement indicating where tank and well pump will be installed.
- Landscape plan if rust control tank or well pump is outside

### **Tree Removal/Replacement**

- Letter stating the reason for tree removal and number of trees to be removed
- Site of landscape plan depicting location of existing structure, location of trees for removal and replacement plan if necessary.
- In lieu of site plan or landscape plan, attach photos of trees and include tree count
- Letter from a certified arborist, if required. See the section **Tree Removal** (section 2.Y.11).

### **Front Door and Window Replacement**

- Color photo of the front elevation or area where door or windows will be replaced
- Color photo of the planned new door or window
- Documentation on door or window material

### **Curbing/Stones**

- Landscape plan depicting current area where curbing or stones will be installed
- Color photo brochure or sample of the planned curbing or stones

## **MAJOR ALTERATIONS - \$1000 Refundable Construction Deposit\***

### **Pool**

- Site plan depicting location of existing structure and proposed structure to include all door and equipment pads
- Landscape plan depicting existing plant material and proposed plant material to include all door and equipment pads
- Enclosure details including style and color

### **Screen Enclosure**

- Site plan depicting location of existing structure and proposed structure to include door pad
- Landscape plan depicting existing plant material and proposed plant material to include door pad
- Enclosure details including style and color

### **Ancillary Structure**

(Gazebo, detached garage, guesthouse, pool house)

- Site plan depicting location of existing structure and proposed structure
- Landscape plan depicting existing plant material and proposed plant material
- Color photo brochure of proposed structure
- Construction drawing of proposed structure, including texture and color of exterior

### **Boat House / Dock**

- Site plan depicting location of existing structure and proposed structure
- Landscape plan depicting existing plant material and proposed plant material
- Construction drawing of proposed structure, including texture and color of exterior
- Esplanade Access CDD Approval must accompany submittal for review

### **Seawall / Bulkhead**

- Site plan
- Construction drawing of proposed structure, including texture and color
- Esplanade Access CDD Approval must accompany submittal for review

***\* Deposit or Post Installation fee must accompany submittal or the MADC will not review the application.***