

HARBOR LIGHTS COOPERATIVE, INC.

**Architectural & Planning
APPLICATION FOR APPROVAL**

Lot # _____ Owner(s) _____

Proposed work: _____

READ ALL RULES AND PROCEDURES ON THE BACK OF THIS FORM.

Drawings attached? _____ Yes _____ No

Who will perform the work?

Owner _____
Licensed Contractor _____
Other _____

Does work require a permit from: City of Venice _____ County _____ State _____

Start date _____ / _____ / 20_____ End date _____ / _____ / 20_____

Approximate cost of proposed work \$ _____

Will the proposed work, in your opinion, have a detrimental affect on your neighbors?

_____ Yes _____ No If yes, explain:

Any architectural plans must be submitted to the Architectural Committee for review and then approved by the Executive Committee. **ONCE THE EXECUTVE COMMITTEE HAS APPROVED THE SUBMITTED PLANS, ANY MODIFICATION OF THE ORIGINAL PLANS MUST BE RESUBMITTED TO THE ARCHITECTURAL COMMITTEE AND EXECUTIVE COMMITTEE FOR APPROVAL BEFORE ANY WORK IS STARTED. ANY WORK STARTED OR COMPLETED BEFORE APPROVAL WILL HAVE TO BE REMOVED WITH NO EXCEPTIONS.**

Signature of Shareholder: _____ Lot _____ Date ____ / ____ / 20_____

Staff Comments: _____

NOTE: All Harbor Lights Park Approvals are subject to the review and approval, including necessary permits, of appropriate governmental agencies. (i.e., city, county, state, etc.) This includes Column B on the back of this form.

Approvals:

Staff: _____ Date _____ / _____ / 20_____
Arch & Planning: _____ Date _____ / _____ / 20_____
Executive Committee: _____ Date _____ / _____ / 20_____

ARCHITECTURAL REQUEST

1. The Architectural Committee and Executive Committee may at any time inspect the common land areas of the Park with regard to homes and/or building structures and other matters concerning the planned layout of the Park and where the safety to others is causing concern.
2. Please complete attached form, **attaching a drawing** to detail your plan.
3. Return completed form and drawing to Harbor Lights Office.
4. Manager will copy & notify Chairperson of Architectural/Planning Committee, and a meeting of the Executive Committee will be scheduled.
5. The Architectural Committee will visit lot and determine if proposed work will have any impact on neighbors (if so they will solicit neighbors for their comments); in keeping with H.L. standards and proposed future layouts and designs for Harbor Lights.
6. When the Architectural Committee review is complete, plans are submitted to the Executive Committee, for their approval or disapproval. The Executive Committee decision may be appealed to the full Board of Directors, their decision to be final.
7. Upon official action the application will be stamped and dated and you will be notified of the decision.
8. It is YOUR responsibility to inform your contractor that all construction materials/rubbish must be removed from your property by them. Rubbish/material CANNOT be placed in the Storage Area.
9. Please inform your subcontractor(s) to park in legal parking spaces. This is to assure property access to emergency vehicles.

APPROVAL, INCLUDING NECESSARY PERMITS, OF APPROPRIATE GOVERNMENTAL AGENCIES, (i.e., CITY, COUNTY, STATE, ETC.) IS REQUIRED. THIS INCLUDES COLUMN B.

<u>You DO need an application/approval for:</u>	<u>You DO NOT need a request sheet if you plan on doing the following procedures:</u>
A	B
<ol style="list-style-type: none">1. Construction of new homes or buildings2. Any additions to home's exterior3. Sheds or storage containers4. Remodeling or alterations to bldg. exterior5. Decks or docks (wood or concrete)6. New Roofs7. A/C Unit (in different size/location)8. Driveways/walkways9. Exterior windows or doors/size10. Landscaping beyond 24" from Home to Seawall11. TV antennas & Satellite dishes12. Anything within 5' of seawall13. Awnings protruding within 3' of boundary	<ol style="list-style-type: none">1. Any interior work2. Shrubs and bushes within 24" of home and not across boundary line. Also like size/type and material3. Painting of home or drive - in like color4. Siding in like color5. Shutters6. Awnings not protruding within 3' of boundary

**FOR OUR MUTUAL PROTECTION,
PLEASE NOTIFY THE OFFICE OF ANY
WORK TO BE DONE AT YOUR UNIT.**