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

Property Owner: _____

Property Address: _____ **Village:**_____

Owner's Phone Number: _____ **Owner's email**: _____

CONTRACTOR: _____

Contractor E-mail: _____ **Contractor Phone #**_____

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. See checklist for required information on the following pages.

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		MAJOR ALTERATION
❑ Ornaments/Decorations/Pots	❑ Pavers/Staining/Stamping	❑ Pool
❑ Wall / Fence	❑ Gutters/Downspouts	❑ Screen Enclosure
❑ Propane Tank / Generator	❑ Exterior Color Selection/Roofs	❑ Ancillary Structure
❑ Solar Devices	❑ Landscape Improvements	❑ Addition
❑ Satellite Dish	❑ Curbing/Stones	❑ Coquina/Sea/Retaining Wall
❑ Exterior Lighting	❑ Tree Removal ❑ Replacement	❑ Boat House / Dock
❑ Well Installation	❑ Front Door & Window Replace	❑ Other _____
❑ Other _____	❑ Hurricane Shutters	

Estimated Completion Date: _____

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

Major Alteration Deposit	**$1,000.00**	Refundable after successful inspection
Non-compliance Fee	**$100.00**	**Fee is NOT refundable**
Minor Alteration Fee	**NO FEE**	

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

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

For additional assistance: Please contact Southern States Management Group at 386-446-6333

Please provide a brief description of your request:_____

_____

_____

_____

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_____

NOTICE: These plans will be reviewed and inspected 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)

OWNER'S 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 and property survey depicting location of existing structure, setbacks 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, setbacks 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, setbacks and satellite location
- Color photo brochure of satellite
- Landscape plan

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 and existing landscape area.

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.
- Pictures of trees to be removed and damage to property need to be included with Exhibit #4.
- 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).
- Palm Coast City permit required.

Front Door, Garage 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 - City Permits Required - $1,000 Refundable Const Deposit*

Pool

- Site plan depicting location of existing structure, setbacks 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 setbacks 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, Patios, Detached Garage and Additions to Existing Structure

- Site plan and signed current survey depicting location of existing structure, setbacks and proposed structure.
- Landscape plan depicting existing plant material and proposed plant material.
- Color photo brochure of proposed structure and photo of existing house.
- Construction drawing of proposed structure, including texture and color of exterior.
- Roof material and colors need to match the main house.

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.***