

# KEYSTONE PROPERTY OWNERS ASSOCIATION

## Application for Architectural Control Committee Review

Owners Name \_\_\_\_\_

Address \_\_\_\_\_ Application Date \_\_\_\_\_

Mailing address if different \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Improvements (Check all that apply)

<input type="checkbox"/> Fence	<input type="checkbox"/> Pool	<input type="checkbox"/> Satellite Dish	<input type="checkbox"/> Landscaping Design	<input type="checkbox"/> Screened Room
<input type="checkbox"/> Gutters	<input type="checkbox"/> Shed	<input type="checkbox"/> Sprinkler System	<input type="checkbox"/> Driveway Change	<input type="checkbox"/> Detached Garage

Other \_\_\_\_\_

If required, have you applied for the proper permits from all government agencies?  YES  NO

Estimated Beginning Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

### Checklist for commonly requested improvements

#### Privacy Fences

- Does the request include a site plan that shows the location of the fence, the length of each section of fence, the setback measurements of the front section of the fence from the front of the home, and the setback measurements of the fence from the side and rear property lines?
- Does the site plan show the width and location of any gates and the distance of the gates from the side of the home and from the nearest property line?
- Does the request include a description of the fence materials, the style of the fence and height that is compliant with the fence requirements described in the Architectural Guidelines?
- If the fence is to be stained when built, does the request contain a color sample of the fence stain that will be used?
- If the request is seeking a waiver to install aluminum picket fencing adjacent to a vegetative natural buffer does the request include a photo sample of the proposed section of fence and color?

#### Gutters

- Does the request include a site plan that shows the location of the proposed gutters on the home?
- Does the request include a color sample of the gutters and does the color of the gutters match the color of the trim color on the home?

#### Pools

- Does the request include a site plan that shows the size of the pool and does the plan includes measurements from the pool to home, property lines and from any adjacent structures such as a detached garage?
- Does the site plan include the location of the pool equipment in relation to the home?
- Does the site plan show the drainage direction of the pool?
- Does the request include a description of how the pool equipment will be shielded from view the street and/or any adjoining property?
- If a child pool fence will be used in place of a privacy fence does the request include a photo and complete description of the materials being used?
- If the pool enclosure is being added, does the request contain a sample photo of proposed structure, the materials being used and color?

#### Sheds

- Does the request include a site plan that shows the location of the shed that includes distance measurements from the shed to the home, property lines and any other nearby structures?
- Does the request include the height, width and length of the proposed shed?
- Does the request include a description of the siding materials used in the construction of the shed?
- Does the request include a sample photo of the shed that depicts the style of the shed in terms of windows, doors and the style of the roof?
- Does the request include paint sample of the colors to be used on the siding and trim and a description as to how these colors relate to the colors of the siding and trim on the home?
- Does the request include a sample photo of the shingles showing the color and style of the shingle and a description as to how the color and style relates the color and style of the shingles on the home?

- \_\_\_ Does request include a drainage plan that describes how water runoff will be controlled to mitigate flooding, erosion and/or damage to adjoining property?
- \_\_\_ If the dimensions of the shed exceed 200 square feet does the request contain a landscape plan that depicts the location of additional trees or tall hedge that will help obstruct the view of the shed from the street or adjoining property?

**Detached Garages**

- \_\_\_ Does the request include a site plan that shows the location of the garage that includes distance measurements from the garage to the home, property lines and any other nearby structures?
- \_\_\_ Does the request include the height, width and length of the proposed garage?
- \_\_\_ Does the request include a description of the material being used in the construction of the garage?
- \_\_\_ Does the request include a sample photo or blueprint of the garage that depicts the style of the garage in terms of windows, doors, garage door, and the style of the roof and building materials used?
- \_\_\_ Does the request include sample photos of the color of any brick being used and a description as to how the brick relates to the brick on the home?
- \_\_\_ If any portion of the garage is made out of approved siding does the request include a color sample of the paint that will be used on the siding and a description of how that color related to the colors on the home?
- \_\_\_ Does the request contain color samples that will be used on any doors, garage doors, windows and trim and a description as to how these colors relate to the corresponding colors used on the home?
- \_\_\_ Does the request include a color sample of the shingle color and style and a description as to how the color and style of the shingles relates the color and style of the shingles on the home?
- \_\_\_ Does request include a drainage plan that describes how water runoff will be controlled to mitigate flooding, erosion and/or damage to adjoining property?
- \_\_\_ If the dimensions of the garage exceed 600 square feet does the request contain a landscape plan that depicts the location of additional trees or tall hedge that will help obstruct the view of the garage from the street adjoining property?

**Landscape Design**

- \_\_\_ Does the request include a site plan that shows the location of the landscaping area and the proposed plant species?
- \_\_\_ Does the request list the size of the plants in gallons and does the number and size of the plants meet the requirements as shown in the guidelines?
- \_\_\_ Are all of the plants noted on the request on the approved plant list found in the guidelines?

**Sprinkler System**

- \_\_\_ Does the request include a site plan that shows the location of the sprinkler heads being added to the property?

**Driveway Change**

- \_\_\_ Does the request include a site plan showing the location of the driveway change that also include the length and width of the proposed change?
- \_\_\_ Does the site plan include measurements from the driveway change to the home, property lines and any other nearby structures?

**(Applications cannot be processed without all required Information above)**

Please refer to your covenants and restrictions for guidelines on what is and is not permitted in Keystone HOA. You will be notified in writing of the decision of the committee. By approving this request, the association is not assuming any responsibility for the safety, construction, operation, maintenance, accident, injury or claim that may arise from the change in the property.

I understand that approval does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and/or observing all local zoning ordinances. If approved by the association, I agree to make the changes under the terms and conditions as specified in the approval. All improvements must be on my property or property lines. If any portion of the Associations property is disturbed or damaged by either myself, or my contractor, I agree to be responsible for and to restore the common elements to their original condition.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

**How to submit your request:**

<p><b><u>By Mail:</u></b>  <b>Keystone Property Owners Association, Inc.</b>  <b>Liberty Community Management</b>  <b>7851 Pine Forest Road</b>  <b>Pensacola, FL 32526</b></p>	<p><b><u>By Email:</u></b>  <a href="mailto:ARC@LCMFL.com">ARC@LCMFL.com</a></p>
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<b><u>To be completed by the Architectural Review Committee</u></b>			
Date Received: _____	Receive by _____	_____	_____
Reviewed on _____	Owner Notified on _____	_____	_____
_____ Approved	_____ Disapproved	_____ Approved with conditions	_____
_____	_____	_____	_____