



# ARCHITECTURAL DESIGN REVIEW REQUEST

Office Only PO # \_\_\_\_\_

This request form is to be completed by the homeowner and submitted to the Design Review Committee via the Community Management Office. The request must be approved by the **DRC or Board of Governors** before any work commences. If approved, no further modifications or other alterations may be made without further approval of the review committee or Board. If you are using heavy equipment such as a dump truck, bobcat, fork lift, front end loader, etc. it is the responsibility of the homeowner to take every precaution to ensure no damage is done to the roadway, sidewalks, electrical, water, cable and any other common areas of the Association. Homeowner is solely responsible for restoring such areas to their original state.

**It may take up to thirty (30) business days for the approval process, however, if your application is complete, including the following details, there should not be any additional delays. When approved your application is valid for a period of 60-days only.**

OWNERS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ VILLAGE: \_\_\_\_\_

DESCRIPTION OF WORK TO BE PERFORMED: \_\_\_\_\_

CONTRACTOR NAME & LICENSE # \_\_\_\_\_

**THE FOLLOWING ITEMS NEED TO BE SUBMITTED ALONG WITH THIS FORM:**

- \_\_\_\_\_ Color Photo of Home -Must include Roof & Driveway.
- \_\_\_\_\_ Property Survey - Indicate on survey where modifications are desired, e.g. pool/fence installation.
- \_\_\_\_\_ Paint samples and/or product brochures or photographs of the requested modification.

**PAINT-Exterior**

**Please see office for list of colors**

- \_\_\_\_\_ Exterior Painting
- \_\_\_\_\_ Front Door /Garage Door

**FENCING**

- \_\_\_\_\_ Aluminum Fence (White or Bronze)
- \_\_\_\_\_ Aluminum Gate (White or Bronze)
- \_\_\_\_\_ Simtek Fence (ONLY for Back to Back Lots)

**DRIVEWAY**

**Please see office for list of colors**

- \_\_\_\_\_ Painting Driveway
- \_\_\_\_\_ Driveway Paver Installation/Replacement

**LANDSCAPE**

- \_\_\_\_\_ Tree Removal/Additions
- \_\_\_\_\_ Removal/Replacement Shrubs, Hedges

**DOORS AND WINDOWS**

- \_\_\_\_\_ Garage Door Replacement
- \_\_\_\_\_ Front Door Replacement
- \_\_\_\_\_ Window Replacement

**HURRICANE SHUTTERS, WINDOWS & DOORS**

- \_\_\_\_\_ Accordion Shutters
- \_\_\_\_\_ Impact Windows
- \_\_\_\_\_ Impact Doors/Sliding Door

**ROOF**

- \_\_\_\_\_ Roof Replacement

**SWIMMING POOL**

- \_\_\_\_\_ Install Pool (Blue prints required)

**SCREEN ENCLOSURES /ADDITIONS**

- \_\_\_\_\_ Install/Remove Screen
- \_\_\_\_\_ Adding a Room (Blue Prints required)

**OTHER**

\_\_\_\_\_  
\_\_\_\_\_

**Conditions applicable to Mission Bay Community Association Inc ARC Application**

1. I understand that compliance with the Mission Bay Community Association, Inc., and approval by the Design Review Committee does not necessarily constitute compliance with the building and zoning codes or provision of Palm Beach County.
2. Approval of any project by the DRC does not waive the homeowner’s responsibility for obtaining the appropriate Palm Beach County permits and inspections as required. Further, obtaining required County permits do not waive the requirements for the DRC approval.
3. I understand and agree that no construction or exterior alteration shall commence without written approval from the DRC. If alterations are made prior to receiving approval, I may be required to return property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
4. I understand that any approval is contingent upon construction or alterations being completed in a professional-like manner.
5. The DRC Committee or the Board of Directors will provide a DRC decision on all applications for alteration within 30 days of receipt of a property and fully completed application.
6. The work must be performed strictly in accordance with the plans as approved. If after plans have been approved, the improvements are altered, erected, or maintained upon the Lot other than as approved, same shall be deemed to have been undertaken without DRC approval.
7. **All supporting documents such as drawings, illustrations, plot plans, plats and survey must be submitted with the application for the ARB application to be considered “complete”.**
8. **Design Review Committee (DRC) and Village Architectural Review Committee Limitation of Responsibilities:** The primary goal of the Committee(s) is to review the applications, plans, specifications, and sample materials submitted to determine compliance with the policy standards set forth in the Mission Bay Design Review Manual and, if applicable, the Village documents. The Design Review Committee and/or Village Architectural Committee do not assume responsibility for the structural adequacy, capacity or safety features of the proposed modification; compliance with building codes, safety requirements, governmental laws, regulations or ordinances; performance or quality of work of any contractor, damages or insurance requirements

**Homeowner Affidavit:** I have read & agree to abide by the Declaration of Covenants & Restrictions of Mission Bay Community Association, Inc. (MBCA) and if applicable, the Village. I understand no work will begin without approval from the association(s) and my village, if applicable. The Village must approve my request prior to being reviewed by MBCA.

Owner Signature: \_\_\_\_\_

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 Date Village received application: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ APPROVED \_\_\_\_ DENIED \_\_\_\_ RESUBMIT \_\_\_\_

Resubmit because \_\_\_\_\_  
 \_\_\_\_\_  
 Authorized Village Representative Date

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 Date MBCA received application: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ \*APPROVED \_\_\_\_ DENIED \_\_\_\_ RESUBMIT \_\_\_\_

Resubmit because: \_\_\_\_\_ \*Approved Contingent Upon Adherence to all.  
 Palm Beach County Permits and Restrictions.

PBC Permit # \_\_\_\_\_

Design Review Committee: \_\_\_\_\_  
 Name / Date Name / Date Name / Date

Approved with the following conditions: \_\_\_\_\_

## DESIGN REVIEW

### PALM BEACH COUNTY - ITEMS NOT REQUIRING A PERMIT

**A/C** – Replacement of an existing window unit with an existing dedicated electrical outlet.

**AC/Heating** – Repair of existing system and/or replacement of any part that does not alter the system listing or make it unsafe.

**Ceiling Fan** – Replacement of existing fan using existing fan box and wiring.

**Door** – Replacement of any exterior door (excluding overhead doors) within the existing jam; once in a 12-month period (1 and 2 family dwellings only).

**Driveway** –

**Fence** – Minor repair or exact replacement of a permitted fence up to \$1,000 fair market value, excluding pool barriers.

**Gutters and Leaders** – On 1 and 2 family dwellings.

**Light Fixtures** – Replace “like for like” in existing lighting outlet (1 and 2 family dwellings only).

**Outlet or switch** – Replace existing outlet or switch with appropriate type within existing junction box.

**Painting** -

**Pavers** – Sand set that are not a pool/spa deck or within five feet of a pool (1 and 2 family dwellings only), excluding driveways or turnouts.

**Playground equipment** Manufactured - Site- built play enclosures less than 6' x 6' x 6'H (1 and 2 family dwellings only). (Uses must still meet accessory setback requirements.)

**Portable/Manufactured Pool or Spa** – Less than 24 inches deep.

**Roof** – Minor repair of existing roof covering less than \$1,000 fair market value.

**Satellite Dish Antennas** – Residential 1 meter or less in diameter. Commercial 2 meters or less in diameter.

**Screen room** – Rescreening to \$1,000 value.

**Siding** – Minor repair to existing under \$1,000 value.

**Soffit or Fascia** – Minor repair or replacement up to \$1,000 in value, which does not involve structural members.

**Stucco** – Minor repair of existing stucco finish, if value of work is under \$1,000.

**Water Heater** – Repair or replace heating elements.

**Window** – Repair within existing frame, if value of work is under \$1,000.

**Wood Deck** – Minor replacement of existing decking under \$1,000 (1 and 2 family dwelling only).

#### SITE PLAN REVIEW PERMITS

Court Surfaces – (1 and 2 family dwellings).

Driveway, Parking, Resurfacing, Repaving

(1 and 2 family dwelling only). No expansion of paved area

Fence – (1 and 2 family dwelling), except zero lot line, safe site corners and pool barriers.

Flag Poles – Less than 20 feet high.

Painted Walls Signs

Slab – (1 and 2 family dwelling) – Not for future structure, and not including footers or located within 5 feet of a pool.

Planters – Less than 3 feet in height.

This list is a concise guide to Palm Beach County Building Division Policies and local Building Codes. In the event of a conflict between this document and a specific rule or Regulation, the law shall control. All work must meet current code standards.

NOTE:

**If you are proposing any other type of improvement or replacement to your home that is not identified on this list, please contact the Building Division, Permit Center Help Desk at 561-233-5120.**

**If Application is approved it will be contingent upon: No structure, pool, fence, landscaping, etc., can be situated upon any easement or setback. Applicant must adhere to the Palm Beach County Permitting Process.**

**COORDINATION WITH VILLAGE ARCHITECTURAL REVIEW COMMITTEES AND ROUTING INFORMATION:**

The MBCA Design Review Committee shall provide oversight to the individual Village Architectural Committees. The two-tiered villages of Laguna, Las Flores, The Isle, Sonata, Reflections, Regatta, and Ventura have independent, functioning architectural committees. Upon completion of this application, submit it to your management company. After your Village has approved, your management company will deliver application to Mission Bay for final review by the DRC. The application, approved or denied, will be returned to your Village Management Company, who will then notify the resident of the application status. NOTE: Cordova, La Costa, and Harbour Springs do not have a separate architectural committee.

**Requests and alterations must conform to all local Zoning and Building Regulations. You are required to obtain the required permits, after your request is approved. If all required materials or information is not included with this form at the time of submission, the time period does not apply for approval/disapproval.**

**Cordova, La Costa, Harbour Springs**

MBCA Office  
10555 Diego Drive South  
Boca Raton, FL 33428  
(561) 479-1900 / Fax: (561) 488-3539  
missionbayoffice@gmail.com

**Laguna, Las Flores, Sonata, Reflections, The Isle, Regatta & Ventura**

CME Management Group  
10320 Flores Drive  
Boca Raton, FL 33428  
(561) 826-7729 / Fax: (561) 826-8078  
cathyr@cmemanagementgroup.com

**Mission Bay Administration Office:**

Telephone Numbers: (561) 479-1900 Fax: (561) 488-3539

Web Site Address: <http://www.mission-bay.com>

*Design Review Applications are available from the MBCA Office and the MBCA Web Site*