



**CYPRESS CREEK PROPERTY OWNERS' ASSOCIATION  
REQUEST FOR ARCHITECTURAL REVIEW**

**PLEASE SEND TWO (2) COMPLETE SETS OF YOUR REQUEST**

**DATE RECEIVED BY MGMT: \_\_\_\_\_**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot#: \_\_\_\_\_  
Phone (H/O): \_\_\_\_\_  
Cell: \_\_\_\_\_

1. Complete Form  
2. Sign Form  
3. Mail or email form with all attachments to  
Email: resident@tallfield.com  
Mail: CCPOA ARC  
c/o Tallfield Management  
12765 Forest Hill Blvd., Suite 1320  
Wellington, FL 33414

**If you have any questions about this form or what is required for your project, please contact Tallfield at 561-983-6000**

A. Brief Description: In the space below and if more space is needed use a separate sheet, describe the alteration, improvement, addition, or other changes you would like to make to the exterior of your home (to avoid delays, be as clear as possible). Please include such detail as the dimension, materials, color, design, location, and other pertinent data. PLEASE PRINT OR TYPE.

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

B. Please attach to this application the following items (see also attachment 1):

- \_\_\_\_\_ Property survey showing the location of the improvement
- \_\_\_\_\_ Plans, elevations, or detailed sketch
- \_\_\_\_\_ Paint color chip (where applicable)

**HOMEOWNER AFFIDAVIT**

I have read, understand, and agree to abide by the Covenants and Restrictions of our Association. I understand that in some cases the restrictions of our Association are more restrictive or constraining than those of Palm Beach County and that when more restrictive the Association's Covenants and Restrictions prevail. I also understand and in return for ARC approval I agree to be responsible for the following: For all losses caused to others, including common areas, because of this undertaking, whether caused by me, or others.

- To comply with all state, county, and local building codes.
- For any encroachment(s).
- To comply with conditions of acceptance (if any).
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval can be revoked, and the owner shall remove the modification at the owner's expense.
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yards) to carry stormwater off the lot and to maintain positive drainage away from the home. The Association shall not be responsible for any effect proposed landscaping installations may have on this drainage. The applicant shall be responsible.

I also understand that the ARC does not review and assumes no responsibility for the adequacy, capacity, or safety features of the proposed construction, alteration, or addition, for soil erosion of uncompactable or unstable soil conditions for mechanical, electrical, or any other technical design requirements for the proposed construction, alteration, or addition, or for performance, workmanship, or quality of work of any contractor, or of the complete alteration or description.

I agree to abide by the decision of the Architectural Review Committee or the Board of Directors. If the modification is not approved, does not comply with the project identified in this request, or a project is started without prior written approval, I may be subject to fines or court action by the Association. In such an event, I shall be responsible for all reasonable attorney's fees incurred by the Association.

Date of request: \_\_\_\_\_ Signature of Homeowner: \_\_\_\_\_

**Do not write below this line**

\_\_\_\_\_ Approved by Architectural Review Committee

\_\_\_\_\_ Approved subject to following conditions:

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

\_\_\_\_\_ Pending insufficient information.

Resubmit requested information. Be sure to include the following:

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

\_\_\_\_\_ Denial, not approved for following reason(s):

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

By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of ARC Member

# **CYPRESS CREEK PROPERTY OWNERS' ASSOCIATION REQUEST FOR ARCHITECTURAL REVIEW GUIDELINES**

## **Attachment 1 – Guidelines for Information to be Provided with Request**

Please include the information listed below for the specific category to expedite your request. The list may not be inclusive; the Architectural Review Committee reserves the right to ask for additional information.

1. Fence
  - a. Boundary survey indicating the location with respect to property lines and existing improvements.
  - b. Type of fence including materials, height, drawings, color, finish, and decorative style.
  - c. Location and swing of gates.
  - d. Proposed landscaping plan, surrounding fence.
2. Painting
  - a. Identify colors including paint manufacturer, color name, and color number.
  - b. Provide paint color samples.
  - c. Elevation of the structure area to be painted (elevation survey) identifying the location(s) of each paint color – i.e., stucco bands color x, doors color y, etc.
3. Driveways-Staining/pavers
  - a. Color of stains or pavers.
  - b. Provide color and pattern information.
4. Screen enclosure
  - a. Survey depicting the location of the proposed screen enclosure.
  - b. Description of proposed type of screen enclosures.
  - c. Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (e.g., mansard, gable, or flat), location(s) of screen door(s), and accessories (e.g., kick plates).
  - d. Plan and elevation views of the screen enclosure.
  - e. Identify colors including, as appropriate, colors for screening, aluminum framing, and kick plates.
  - f. Proposed landscaping plans surrounding the fence.
5. Pool Addition
  - a. Survey depicting the location of the proposed pool on the lot indicating setbacks from property lines.
  - b. Architectural rendering.
  - c. Plans for fencing or screening (see 1 and 4 above).
  - d. Identify pool deck type, color, and pattern, preferably samples.
  - e. Identify coping material and color.
  - f. Proposed landscaping plans surrounding the fence.
6. Landscaping
  - a. Survey depicting the location of existing plantings with respect to property lines and existing improvements.
  - b. Drawing illustrating placement of proposed landscaping.
  - c. Description of proposed landscaping including type, height, and quality of planting materials.
7. Satellite Dishes
  - a. Boundary Survey depicting the location of the dish.
  - b. Description of the proposed dish, including width, height, color, and type of mounting, i.e., on pole, in-ground, or affixed to the building.

**Note: Improvements and/or alterations are subject to applicable permits from Palm Beach County.  
The County's permitting process is the sole responsibility of the homeowner.**