

Cypress Run Homeowners Association

ARCHITECTURAL & LANDSCAPE DESIGN REVIEW APPLICATION

(Refer to the Cypress Run Covenants for a listing of exterior changes and guidelines)

1. NAME _____
2. ADDRESS OF PROPOSED CHANGE: _____
3. TELEPHONE _____ EMAIL _____
4. MAILING ADDRESS (If different from #2) _____

5. GENERAL DESCRIPTION OF PROPOSED CHANGE: Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used. Specify the location on the property, and any other pertinent information to evaluate the proposed change.

6. EXPLANATION OF REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:

The supporting exhibits or supporting documentation listed below must accompany this design review application, as applicable for the proposed change. An application submitted without all required submissions would be considered incomplete. In such case, the 30 day review period will not commence until all required submissions have been provided. In general, an application should also provide all documents and exhibits required by Glynn County if you are obtaining a building permit.

SITE PLAN: A site plan of the property (which shows property lines and unit orientation)

Showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for ALL applications EXCEPT for storm doors and decorative objects under 18 inches. Site plans/plats must be to scale.

ARCHITECTURAL DRAWINGS AND PLANS: Detailed architectural drawings or plans must be provided for ALL proposed structures and major landscape improvements EXCEPT for storm doors and decorative objects under 18 inches.

PAINT OR STAIN COLORS: A sample of the color(s) to be used or a link to the web page which shows the color you wish to use must be provided for all paintings and staining, together with a list of existing colors on the house or appurtenant structures which will remain unchanged.

FINISHED MATERIAL: A description and/or sample of all finish material to be used for the exterior surface of proposed improvements must be provided.

BROCHURES OR PHOTOGRAPHS: The inclusion of photographs or a product brochure is appropriate to clarify type, model and style of additions such as storm doors, lighting fixtures, decorative objects, etc.

TREE REMOVAL/REPLACEMENT: In order to maintain the tree canopy in Cypress Run requests to remove a tree should also include your plans to replace the tree.

OTHER EXHIBITS: Other exhibits may be required in order to permit adequate evaluation of the proposed change.

- 7. **ESTIMATED STARTING DATE OF CONSTRUCTION** _____
- 8. **ESTIMATED COMPLETION DATE** _____

- A. Nothing contained herein shall be construed to represent that alterations to lots on buildings in accordance with these plans shall not violate any of the provisions of local building and Zoning Codes to which the above property owner is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
- B. Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
- C. Owner understands and agrees that no work on this request will commence until written approval is obtained from the Cypress Run Board of Directors.
- D. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owners expense if such alteration are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of the owner.
- E. Owner agrees to give the Board of Directors express permission to enter on the Owner's property during normal business hours to inspect the proposed project, the project in progress, and/or the completed project.
- F. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plans and specifications for said alterations.
- G. Owner acknowledges that he/she is familiar with the covenants and procedures for the Cypress Run Homeowners Association.
- H. Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 180 days following approval and completed with 360 days, or other time frame authorized by the Cypress Run Board of Directors. Work is not considered complete until Owner calls the Board of Directors for final inspection and, after final inspection; a Certificate of Compliance has been issued.
- I. Depending on the type of project Cypress Run reserves the right to require a survey of your property. If this is required, owner will indicate on the survey the location of the proposed improvement or addition.

I HAVE READ AND I UNDERSTAND THE ABOVE APPLICATION AND NOTES IN THEIR ENTIRETY AND DO HEREBY SUBMIT THIS APPLICATION FOR REVIEW BY THE CYPRESS RUN HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS.

Owners Signature

Date

Please mail or Deliver to: steve@greatoaksproperties.com

Cypress Run Homeowners Assn.
P.O. Box 21184
St. Simons Island, GA 31522

Any questions please call: (912) 638-0877