

CYPRESS HOLLOW HOMEOWNERS' ASSOCIATION, INC. (CHHOA)

P.O. Box 33555, Palm Beach Gardens, FL 33420-3555

ARCHITECTURAL REVIEW SUBMITTAL CHECKLIST AND APPLICATION

Date:	
Property Address:	
Property Owner(s) Name:	
Property Owner(s) Mailing Address:	
Property Owner(s) Phone Number(s):	

All architectural plans and/or changes must be submitted in writing to the Architectural Review Committee (ARC) either in person or sent to the address above. The ARC may require a bond for the purposes of protecting Cypress Hollow be posted before the project commences. The City of Palm Beach Gardens Code of Ordinances should be consulted and followed.

ADDITION / RENOVATION / NEW HOME

- ☐ Site plan showing set backs
- ☐ Floor plans/architectural drawings (stamped and sealed) which meet or exceed City of Palm Beach Gardens Codes
- ☐ City of PBG Building Permit
- ☐ Elevations
- ☐ Wall sections
- ☐ Landscaping Plans
- ☐ Outdoor Lighting
- ☐ Driveway (location, material, width)
- ☐ Windows (style, material, manufacturer)
- ☐ Privacy Wall

ROOF

- ☐ Roofing contractor including Certificate of Insurance naming Cypress Hollow Homeowners' Association, Inc. as an additional insured
- ☐ City of PBG Building Permit
- ☐ Roofing material sample (color, style, manufacturer)

DRIVEWAY

- ☐ Site plan showing proposed change(s) to current driveway; indicate if front walkway is affected
- ☐ City of PBG Building Permit
- ☐ Front elevation of proposed change
- ☐ Minimum of 2" x 2" color sample of surfacing material plus type, style/design/pattern, manufacturer

FENCE

- ☐ Site plan showing fence location and set backs
- ☐ Picture or actual sample of fence material i.e., type, color, style/design/pattern, manufacturer
- ☐ Type of hedge to be installed outside of fence

LANDSCAPING

- ☐ Site plan showing location(s) of new or replacement landscaping (trees and height at time of planting; type of sod, hedges, plants, etc.) and name(s) of proposed landscaping
- ☐ Pictures or actual samples of proposed landscape and architectural change(s)/addition(s) i.e., manufacturer, type, color, style/design/pattern, manufacturer
- ☐ Type of hedge to be installed outside of fence.

PAINTING

- ☐ 2" X 2" Color sample(s) or paint color(s) on a small area on your home
- ☐ Specify each color for trim and base of home (color, number, manufacturer)

SCREENED ENCLOSURES

- ☐ Site plan showing set backs
- ☐ Color and type of materials
- ☐ Picture or rendering of screened enclosure showing elevations
- ☐ Landscape around screened enclosure? If yes, please provide specifics in Landscaping section above

POOL

The City of Palm Beach Gardens Ordinances requires a fence or screened enclosure for all pools. When application for pool approval is submitted, a screen or fence application must accompany the pool application.

- ☐ Site plan showing set backs and location of pool and deck to scale (must also show fence or screen).
- ☐ Pool detail drawings.

WHOLE HOUSE GENERATOR

- ☐ Plan showing location of proposed generator
- ☐ Noise and landscape buffering
- ☐ Copy of all applicable municipal and/or county permit(s)

SOLAR PANELS & SATELLITE DISHES

- ☐ Roof plan showing location of proposed solar panels
- ☐ Panel details

OTHER EXTERIOR CHANGES

- ☐ Site Plan showing location of change
- ☐ Sample(s) of item, drawings or renderings of improvement

- ☐ **Will dumpster be required?** If yes, has \$500 bond been received ☐ Yes ☐ No
- ☐ **Mandatory daily magnetic sweep** of property and road

Signature of Property Owner

Date

Signature of Property Co-Owner

Date

PLEASE NOTE:

The form is to be used as a guide for Cypress Hollow homeowners and is not meant to be all inclusive of the CHHOA the Declaration of Protective Covenants and Architectural Review Committee Guidelines and any and all

subsequent amendments of Cypress Hollow. Please refer to your copy of the CHHOA, Inc. documents for further information. Should you need a copy of the documents, please contact any Board member for assistance.

We encourage you to discuss exterior changes with your neighbors, especially those whose homes will be directly impacted by your proposed project, prior to submitting an application.

Comments from the ARC:

- ☐ Approved as stated in this Application.
- ☐ Approved with the following Conditions:

ARC APPROVAL SIGNATURES:

DATE:
