

BONITA ISLE HOMEOWNERS ASSOCIATION

Process for Application for Architectural Approval (AAA)

Greetings! This packet contains everything you need to understand the Architectural Review process and to submit an Application. In this packet you will find:

- *Process for Application for Architectural Approval* (this sheet)
- *Modifications Not Requiring a County Permit.* Know when you do/do not need a Palm Beach County Building Permit.
- *Application for Architectural Approval.* This is the form you will fill out and submit to the Architectural Committee.

Deadline for submission: The AAA must be delivered to a member of the Architectural Committee no later than the 10th of the month in order to be considered during the current month's BI HOA meeting held on the fourth Monday. Applications received after the 10th will be considered at the NEXT month's BI HOA meeting. The ARC needs time to meet and review your application.

Architectural Review Committee (ARC) Review: The ARC will review and present its recommendation to the BI HOA at the next monthly meeting if delivered to the ARC by the 10th. The ARC highly recommends the requesting homeowner attend the BI HOA meeting to answer any questions the board may have. Note that the ARC can only make *recommendations* to the board. The board has the final authority to approve or deny an application. The BI HOA meets on the fourth Monday, 7pm, at the LOS club house.

Notification: The homeowner shall be notified of the board's decision shortly after the BI HOA meeting where the application was voted on.

If Approved: Congrats and please follow the proposed plan submitted in the application. The BI HOA and ARC reserve the right to enter the property and monitor the project.

If Denied: Sorry and please let us help so we can come to common ground that works for you and also meets the requirements of our community.

Help Ensure a Smooth Process: You are encouraged to visit with members of the ARC in advance of finalizing plans and completing the AAA so that we may help ensure success in getting your project approved within the community guidelines. Simply said, it's like getting pre-qualified for a loan. You can have your application vetted and ready to submit to the board so that it can be approved in a timely manner.

It is the committee's pleasure to work with you so that we can ensure your success with your plans to brighten your home and the community in which we all live.

The ARC members may change from time to time so please see the Bonita Isle web site at www.Bonitaisle.org for a listing of current ARC members.



MODIFICATIONS NOT REQUIRING A COUNTY PERMIT

Palm Beach County Amendments to the Florida Building Code requires permits for most construction-related work. Various improvements to real property may not require a Building Permit or Zoning review. Some may require only a Zoning review and are exempt from inspection and Building Code review. These improvements are termed Type 1-Site Plan Review Permits. The work exempted must still be constructed in accordance with minimum code standards. Other improvements for certain structures on actively functioning farms are subject to agricultural exemption from Building Code enforcement by Florida Statute.

-- Improvements and Repairs not requiring a Permit --

<p>A/C: Replacement of an existing window unit w/an existing dedicated electrical outlet.</p> <p>AC / Heating: Repair of existing system and/or replacement of any part that does not alter the system listing or make it unsafe.</p> <p>Ceiling Fan: Replacement of existing fan using existing fan box and wiring.</p> <p>Ceramic Tile: Remove and replace (Not installed on Fire Rated assemblies).</p> <p>Dishwasher: Exact replacement; same wattage.</p> <p>Door: Replacement of any exterior door (excluding overhead doors) within the existing jam once in a 12- month period. (1 & 2 Family Dwellings only)</p> <p>Door: Remove and replace any interior residential door within the individual unit in the same location.</p> <p>Driveway: Sealcoat asphalt. (1 & 2 Family Dwellings only)</p> <p>Drywall: Minor repairs if value of work is under \$1,000. (1&2 Family Dwellings, Not involving Fire-Rated Assemblies)</p> <p>Faucet: Replace existing. (not involving removal of drywall)</p> <p>Fence: Minor repair or exact replacement of an existing permitted fence up to \$1000.00 fair market value, excluding pool barriers.</p> <p>Gutters and Leaders: On 1 & 2 Family Dwellings.</p> <p>Heating Unit: Repair</p> <p>Kitchen cabinets: Exact replacement only with no change in configuration of electrical or plumbing. (1&2 Family Dwellings)</p> <p>Light Fixtures: Replace "like for like" in existing lighting outlet. (1&2 Family Dwellings)</p>	<p>Outlet or switch: Replace existing outlet or switch with appropriate type within existing junction box.</p> <p>Painting</p> <p>Pavers: Sand set that are not a pool/spa deck or within five feet of a pool. (1 & 2 Family Dwellings, excluding driveways or turnouts)</p> <p>Playground equipment, Manufactured: Site-built play enclosures less than 6 x 6 x 6 feet. (1&2 Family Dwellings Only; uses must still meet accessory setback requirements)</p> <p>Portable / Manufactured Pool or Spa: Less than 24 inches deep.</p> <p>Roof: Minor repair of existing roof covering less than \$1000.00 fair market value.</p> <p>Satellite Dish Antennas: Residential one meter or less in diameter. Commercial two meters or less in diameter.</p> <p>Screen room: Rescreening up to \$1000.00 value.</p> <p>Siding: Minor repair to existing under \$1000.00 value.</p> <p>Sink: Exact replacement in same location only.</p> <p>Soffit or Fascia: Minor repair or replacement up to \$1000.00 in value, which does not involve structural members.</p> <p>Stucco: Minor repair of existing stucco finish if value of work is under \$1000.00.</p> <p>Water Closet: Replacement in same location.</p> <p>Water Heater: Repair or replace heating elements.</p> <p>Window: Repair within existing frame if value of work is under \$1000.00</p> <p>Wood Deck: Minor replacement of existing decking under \$1000.00 (1 & 2 Family Dwelling Only)</p>
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This table 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 prevail. **All work must comply with all applicable current codes and standards.**

1) WHO MUST APPLY? Any owner(s) planning any change on any lot including but not limited to: houses, walls, roofs, solar panels, driveways, awnings, windows, doors, decks, patio, enclosures, trees, bushes and shrubs.

2) REQUIRED INFORMATION: This application must be submitted and must contain the signature(s) of the owner(s).

a) In all cases, a survey prepared by a Florida Registered Land Surveyor, which indicates all boundaries, all setback lines, all easements and location of the lot to setback lines. (Note: Most homeowners receive a survey when they purchase their home).

b) In all cases, a properly detailed set of plans for the proposed improvements must be submitted.

c) In all cases, a list of colors, textures, and styles of improvements. Samples may be required.

3) DESCRIPTION: Please describe the improvements and reasons for the request. Attach any drawings, sketches, plans, etc. that support your application. This will help speed consideration of your application.

4) SIZE: Square footage of floor area: _____, Height/Story: _____

5) LOCATION: Distance in feet from lot boundaries: Front _____ Back _____ Side _____

6) STRUCTURES: Color: _____ Material: _____ Design: _____

Please include color samples, design pictures, drawings, blueprints, or sketches that accurately describe the proposed modifications.

7) EXPECTED START DATE: _____

Must begin within 90 days from the approval of the Association

8) EXPECTED COMPLETION DATE: _____

Must complete within 12 months of the start date.

9) ON-SITE ACCESS: The owner(s) hereby grant(s) the Architectural Committee and the Board of Directors free access to the lot for the purpose of inspecting the work in progress and/or completed, pursuant to the Documents.

10) FULL COMPLIANCE: The obligation assumed by the owner(s) hereunder shall be considered fulfilled when the Association records a Release Claim for Architectural Compliance.

