



PO BOX 13374 Fort Pierce, Florida 34979

www.palmlakegardens.com

Email: acc@palmlakegardens.com

Architectural Control Committee ("ACC") Submission Process

ANY IMPROVEMENT/REPAIR/ALTERATION THAT CHANGES THE EXTERNAL APPEARANCE OF YOUR PROPERTY REQUIRES WRITTEN APPROVAL FROM THE ACC.

ANY IMPROVEMENT/REPAIR/ALTERATION THAT WARRANTS A BUILDING PERMIT REQUIRES WRITTEN APPROVAL FROM THE ACC.

Typical projects that require submission to ACC for approval prior to commencement:
Roof; Windows/Doors; Driveway; Landscape Alterations; House/Doors Color Change; Patios; Pools;
Enclosures/Structures; Sheds; Waterfalls/Fountains; etc
*****if in doubt – please ask. ACC@palmlakegardens.com*

This document is intended to assist you in completing your application to the ACC for any improvement you wish to make on your property. If you have any questions or need help, please email ACC@palmlakegardens.com

- When using a ‘*professional vendor*’ for any project, a copy of the State License and Certificate of Liability Insurance (*see sample limits required*) must be submitted to the ACC.
- Include a picture and description of the project where appropriate (e.g. fence, bricks for landscaping or driveway, front door, roof, etc.)
- Also needed is a copy of a Building Permit or Application for a Building Permit (for approval purposes) where applicable. The Homeowner or Vendor may apply for the Permit.
NOTE: no project may begin without a copy of the original Building Permit.
- Some applications also require a diagram with the position of your project in relation to your house (e.g. fence, tool shed, pool, landscaping, etc.)

HOW TO SUBMIT ACC CHANGE REQUEST FORM

- Submit all completed documents to ACC@palmlakegardens.com
You will be sent a confirmation that your documents were received and if any required information is missing.

OR

- You may place all your documents in the PLG mailbox located to the left of the exit gate. Please pull out the flag located on the right side of the mailbox to alert us that your items are there. You will be sent a confirmation that your documents were received and if any required information is missing.

ONCE A COMPLETED APPLICATION (ALL REQUIRED DOCUMENTS) IS RECEIVED BY THE ACC, IT WILL BE APPROVED OR DENIED WITHIN 30 DAYS.

NOTE: THE CLOCK FOR 30 DAYS DOES NOT START UNTIL ALL REQUIRED DOCUMENTS HAVE BEEN RECEIVED BY THE ACC.

NO PROJECT MAY COMMENCE WITHOUT WRITTEN APPROVAL OF THE ACC.

THANK YOU FOR YOUR EFFORTS TO IMPROVE YOUR PROPERTY



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ARCHITECTURAL CONTROL COMMITTEE ("ACC") CHANGE REQUEST FORM

Approval Request for (circle one) **ADDITION** or **MODIFICATION** to home/unit/premises

- Exterior Paint Color(s)**
 - Colors must be in unison with other homes in the neighborhood (*through approval process with the ACC*).
 - Color schemes (house, front door & garage door) must be earth tone with color coordinated trim and accent colors (*through approval process with the ACC*).
 - Trim (molding on front or house, around windows & doors, pillars and their molding) must be complimentary color (*through approval process with the ACC*).
 - Please attach color chips with brand name of the paint and code numbers for both body and trim.
- Landscape Modification** (attach Landscape Plan & Liability Insurance)
- Fence** (attach Building Plan with Pictures, Permit, & Liability Insurance)
- Awning** (attach description and picture, Permit, & Liability Insurance)
 - Location on your property: _____
- Patio/Deck** (attach Building Plan, Permit, & Liability Insurance)
- Windows, Doors, Garage Door, Storm/Security Door** - (*circle one*): Repair/Replace with same style/materials -or- Repair/Replace with different style/materials. (attach Details, Description, Permit, & Liability Insurance)
- Roof** - (*circle one*): Repair/Replace with same style/materials -or- Repair/Replace with different style/materials. (attach Details, Description, Permit, & Liability Insurance)
- Water Feature** (attach Building Plan, Permit if required, & Liability Insurance)
 - Describe: _____
- Project not needing approval but being performed by a licensed and insured vendor**
 - (ATTACH COPY OF CONTRACTORS GENERAL LIABILITY INSURANCE CERTIFICATE)

- Other (Describe) _____

Attached (as applicable)

- Building Plan
- Site Plan
- Building Permit
- Electrical Permit
- Plumbing Permit
- Roof Permit
- Landscape Plan
- Brochure describing installation and/or material
- Copy of Contractor's General Liability Insurance Certificate
 - Contractor's State License #: _____
 - Other: _____
 - Other: _____

Desired Start Date: _____, 20__

Expected Completion Date: _____, 20__



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CONDITIONS FOR REVIEW AND APPROVAL

1. All installations must be of professional design, quality and material.
2. All installations must comply with conditions described in the Architectural Guidelines
3. All installations must comply with local building codes and ordinances.
4. Installations requiring a Building Permit must have building plans, required permits and Contractor Agreement attached.
5. All contractors used must be properly licensed, bonded and insured.
6. Undersigned is responsible for including all appropriate information with application. Failure to do so will be grounds for denial.
7. Construction work which creates noise may only take place Monday-Friday from 8 am to 5 pm.
8. Owner/Contractor is responsible for daily clean-up.

I agree with to all Conditions for Review and Approval. I understand that I am responsible for all maintenance and repair of the requested addition/modification and such responsibility will be passed on to future owners of my property. I request that the Architectural Control Committee review and approve my application.

Name: _____

Email: _____

Address: _____

Phone: _____

Date: _____, 20____

Signature: _____

Print Name: _____

FOR COMMITTEE USE ONLY

Date: _____, 20____

Approved by ACC

Denied by ACC

Reason(s) for Denial: _____



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VENDOR INSURANCE REQUIREMENTS

All ACC applications requiring work by a contractor or company providing service must include an original certificate of liability insurance with limits as described below:

- Each Occurrence (Landscapers/Painters/Installers) 100,000
- Each Occurrence (General/Building Contractors) 500,000
- General Aggregate Must be 2 times Each Occurrence Limit
- Products Comp/OP Aggregate Equal to (or "included") General Agg. Limit
- Automobile Liability (Combined Single Limit Each Accident) 500,000
- Workers Compensation 100,000/500,000/100,000 (Statutory Limits)
(or copies of currently filed State exemption waivers)

- CERTIFICATE HOLDER box must read:

Palm Lake Gardens Owners Association P0 BOX 13374

Fort Pierce, FL 34979

*****Also have the Certificate of Insurance reference *your Name* (as owner) along with *your Property Address*.**

PLEASE SEE SAMPLE INSURANCE DOCUMENT FOR REFERENCE