Arden Homeowners Association, Inc.
Design Review Application

Date: _____

Owner's Name: _____

Address: _____

Phone: _____

Email Address: _____

Detailed description of alteration and materials to be used:
(If additional space is needed, please attach to this form)

_____

Applications for any alteration, which occurs outside the exterior walls of the building, **must** be accompanied by a **copy of the Lot survey**, a detailed rendering which includes the location, size and type of construction, along with a *(if applicable)* the contractor's contact information, site plan, which outlines style, color, height, and any additional information pertinent to the approval of this application. Please show on the Lot Survey the proposed location of the alterations including dimensions from existing buildings and lot lines. Please ensure that proposed improvements do not encroach on setbacks or easements.

Please refer to the **Arden Community Vision and Architectural Design Guidelines** for details regarding applicable standards and restrictions. The guidelines area available at **www.myardenfl.com**

The Design Review Board shall have up to 30 days to review and respond to any completed submittals. All **Approval or Denial letters shall be Emailed** ***(Check Spam Folders)*** and/or mailed to the Homeowner's address on file.

Note: Do not begin or contract for any work to be done prior to the receipt of the approval letter from the Arden Homeowners Association, Inc.

After approval, work must be completed within 12 months from the date of the approval. If the approved work is not completed within 12 months, another Design Review Application must be submitted and approved.

If approval is granted, it is not to be construed to cover the approval of any County or City code requirements. A building permit from the appropriate building department is needed on most property alterations and improvements. The Arden Homeowners Association, Inc. shall have no liability or obligation to determine whether such improvement, alteration, addition, or otherwise complies with any and all Federal, State, County, or City applicable laws, rules, regulations, codes, or ordinances.

As a condition precedent to granting approval of any request for a change, improvement, alteration, or addition to an existing basic structure, the homeowner, and its assigns, shall hereby assume sole responsibility for the repair, maintenance, or replacement of any such change, alteration, improvement, or addition.

It is understood and agreed that Arden Homeowners Association, Inc. is not required to take any action to repair, replace, or maintain any such approved change, alteration, improve, or addition, or any structure or any other property. The homeowner, and its assignees, assumes all responsibility and cost for any addition or change and its future upkeep and maintenance.

Owner Signature: **Date:**

Initial Here

Disclaimer: The Association reviews applications primarily based upon aesthetic qualities and to a lesser degree, basic construction practices. Owners (and their contractors) are responsible for determining and ensuring that all applicable municipalities, county and state requirements are met and all necessary permits, variances, etc. are obtained. Should the requirements set forth by the municipality, county and state be more stringent/restrictive than those established by the Association, the more stringent/restrictive requirements prevail.

Please submit your **completed** Design Review Applicant along with the outlined **applicant fee** *(see schedule below)* to the Arden Homeowners Association, Inc.

Mail To:	Arden Homeowners Association, Inc. 2835 Arden Park Dr. Wellington, FL 33470
Email To:	drb@myardenfl.com *(Preferred)*
Drop off To:	The Lake House
Apply Online:	Complete Application online at myardenfl.com *(Preferred)* ***(New Resident: our system may not have your information updated yet. In that case apply through Email)***

Applications submitted by Owners with outstanding restriction violations, delinquent amounts due, applications which may be incomplete applications and/or applications without the application fee included will not be considered.

Non-Refundable **application fees must be paid** by check or money order and made payable to the Arden Homeowners Association, Inc.

Application Fee Schedule

Minor Modification – No Fee

Minor modifications include, but are not limited to:

- ☐ Landscaping
- ☐ Landscape Lighting
- ☐ Play Equipment
- ☐ Exterior Painting
- ☐ Satellite Dish Installation
- ☐ Fence Installation
- ☐ Screen Porch / Lanai
- ☐ Other; Subject to Review

Major Modification $250.00

Major modifications include, but are not limited to:

- ☐ Pool/Spa
- ☐ Porch/Patio
- ☐ Cabana, Gazebo, Storage Building
- ☐ Outdoor Kitchen
- ☐ Water Feature
- ☐ Screen Enclosure
- ☐ Room Addition

Other modification Cost Subject to Review

☐ Other: Subject to Review

Once the application has been reviewed by the DRB you will receive an Approval or Denied Letter from: ARDEN HOMEOWNERS ASSOCIATION Email address **no-reply@smartwebs365.com** Please be sure to **check your spam and junk folders.**

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PROJECT CHECK LISTS:

FENCE:

- ☐ DRB Application - COMPLETED
- ☐ Copy of survey marked/highlighted with the proposed fence location
- ☐ Vendor Quote sheet with specifications
- ☐ Photo/Diagram of the proposed fence

Note: Corner street lots will need additional information submitted.
Fence must be 5 feet in height, 3 – rail, black and aluminum. Must be setback a minimum of 4 feet from the front corner of the home.

HOME GENERATOR:

- ☐ DRB Application - COMPLETED
- ☐ Copy of survey marked/highlighted with the proposed generator location
- ☐ Vendor Quote sheet with specifications
- ☐ What will be used as Landscape Screening

Note: Generator must be set back a minimum of 5' (five feet) from the front corner of the house and landscape screening the same height as the unit must be installed on the front and sides to hide from public view.

SCREEN LANAI:

- ☐ DRB Application - COMPLETED
- ☐ Copy of survey marked/highlighted with the proposed location
- ☐ Vendor Quote sheet with specifications
- ☐ Screen Diagram

SCREEN ENCLOSURE:

- ☐ DRB Application - COMPLETED
- ☐ Copy of survey marked/highlighted with the proposed location (enclosure setbacks)
- ☐ Vendor Quote sheet with specifications
- ☐ Axonometric Drawing & Pictures of Proposed Screen

PATIO EXTENSION:

- ☐ DRB Application - COMPLETED
- ☐ Copy of survey marked/highlighted with the proposed location
- ☐ Vendor Quote sheet with material specifications

DRIVEWAY EXTENSION:

- ☐ DRB Application - COMPLETED
- ☐ Copy of survey marked/highlighted with the proposed location
- ☐ Vendor Quote sheet with material specifications
- ☐ Photo of area to be modified

Note: The proposed area must be going away/opposite direction of the front door (3' (three feet) is the maximum width for extensions.

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GUTTERS & DOWNSPOUTS:

- ☐ DRB Application - COMPLETED
- ☐ Copy of survey marked/highlighted with the proposed location
- ☐ Vendor Quote sheet with gutter specifications
- ☐ Photos of the home prior to installation

Note: The gutters & downspouts must match the color scheme of the existing home.

EXTERIOR PAINTING:

- ☐ DRB Application - COMPLETED
- ☐ Approved Arden Paint Colors (Body Color/Paint #, Trim Color/Paint #, Door Color/Paint #)
- ☐ Vendor Quote sheet
- ☐ Photo of the home
- ☐ Photos of neighboring homes on the street surrounding your home

FRONT DOOR:

- ☐ DRB Application - COMPLETED
- ☐ Photo of front of home showing existing door(s)
- ☐ Vendor Quote sheet
- ☐ Photo of the proposed door

Note: Ornate, stained or colored glass inserts are not allowed. Please see The Vision Book "Doors and Entries" for more details.

TRASH PAD:

- ☐ DRB Application - COMPLETED
- ☐ Copy of survey marked/highlighted with the proposed location
- ☐ Vendor Quote sheet with specifications
- ☐ Photo of the home
- ☐ What will be used as Landscape Screening

Note: Must be setback a minimum of 5' (five feet) from the front corner of the home.

SOLAR PANELS:

- ☐ DRB Application - COMPLETED
- ☐ Copy of survey
- ☐ Vendor Quote sheet with specifications
- ☐ Proposed solar array design (drawing that shows location of the panels on the roof)

Note: Have the vendor consider the following:
(i) First, such equipment or device is designed for minimal visual intrusion when installed (i.e., is located in a manner which minimizes visibility from the street or an adjacent Lot and is consistent with the Community-Wide Standard); and (ii) Second, the equipment or device complies, to the maximum extent feasible, with the Design Guidelines within the confines of the applicable governmental regulations.

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POOL:

- ☐ DRB Application - COMPLETED
- ☐ Copy of survey marked/highlighted with the proposed pool location and setbacks
- ☐ Vendor Quote sheet with pool specifications
- ☐ What will be used as Landscape Screening to screen equipment from public view
- ☐ Tree Disposition and/or Photos of all sides of your property showing all existing trees Must indicate if any existing trees will be removed, relocated or replaced
- ☐ Must meet Palm Beach County's requirements for Canopy Trees on your lot Must
- ☐ Copy of survey with construction staging showing access plan, stockpile placement and verification silt fence screening will be used.

Note: Must apply for a Fence or Screened Enclosure on a separate application if you haven't already done so.

LANDSCAPING:

- ☐ DRB Application - COMPLETED
- ☐ Copy of survey marked/highlighted showing the proposed landscaping
- ☐ Vendor Quote sheet with specifications
- ☐ Type of proposed plants/trees (Check the Vision Book for approved plants/trees)
- ☐ Tree Disposition and/or Photos of all sides of your property showing all existing trees
- ☐ Must indicate if any existing trees will be removed, relocated or replaced
- ☐ Must meet Palm Beach County's requirements for Canopy Trees on your lot

Note: These applications may take longer for approval. The DRB may ask for additional information.
The following are the approved varieties of ground cover. **Rocks are not permitted as a ground cover**.
• Cypress Mulch • Eucalyptus Mulch • Grade A Pine Bark • Pine Straw • Chocolate Mulch. Fruit trees will only be permitted in the back yards. Indicate on the survey if you are also adding Landscape Lighting.

☐ ***Please Read the entire Page & initial***

*****Must Submit all Documents & Supporting Documents Requested to move forward in the DRB Process.*****