

This submittal form must be completed by the property owner and submitted to the Province Community Association (PCA) for review by the Design Review Committee (DRC). A fully completed Architectural Submittal Form and all related documents must be included with (attached to) this form in order for the request to be forwarded to the DRC for review. An incomplete submittal will be returned for completion.

Please review the Design Guidelines for compliance prior to submittal. The Design Guidelines are available on the PCA website or from the link at the bottom of the Province Post emails. Review of the proposed project by the DRC is for general compliance with the Province Design Guidelines. **A response will be emailed to you once a decision is rendered by the DRC.**

Name: _____ Email: _____

New email?

Property Address: _____ Phone: _____

Type: Single Home Villa **Rear Yard Facing:** Greenbelt Lake Block Wall House Wash

Proposed projects ***must*** include a scale drawing of the project, including dimensions (Height, Width, Length) and property lines. Photos or brochures may be attached. Plot plan may also be attached.

Project Type(s): *NOTE – See separate Exterior Painting Submittal Form for house-painting project.*

Select the appropriate project type. **Each project requires a separate submittal form.**

Dwelling

- Gutters / Downspouts
- Bird Deterrents
- Security Door – Front/Rear
- Coach Lamps Replacement
- Window Sun Screens
- Window Replacement
- Solar Panels
- HVAC
- Other _____
- Other _____

Landscape – Requires Drawing

- Front/Rear Landscape
- Artificial Turf/Grass
- Perimeter Fencing/Gates
- Pool/Spa Fencing
- Courtyard/Custom Gate
- Patio Extension
- Builder Patio Enclosure
- Shade Structure/Pergola
- Privacy Panels
- Other _____

Hardscape – Requires Drawing

- Trash Can Enclosure
- Sidewalk – Paver/Concrete
- Driveway Extension (2-ft Max)
- Driveway Finish/Coating
- Pool/Spa/Water Feature
- Pool Equipment Enclosure
- Perimeter Walls
- Courtyard Walls
- Outdoor Kitchen/BBQ/Fire Pit
- Other _____

Please provide a detailed description of the project (if your description reaches the end of the provided line, please click and continue in the next line):

Working with a contractor? Yes No **Licensed?** Yes No ROC# _____

If yes, Name _____ Phone # _____

Property Owner Agreement and Disclaimer:

I, AS THE PROPERTY OWNER, UNDERSTAND AND ACKNOWLEDGE THAT NO WORK MAY COMMENCE PRIOR TO APPROVAL BY THE DRC AND ISSUANCE OF A PROVINCE PERMIT, TO BE DISPLAYED IN A FRONT WINDOW OF THE PROPERTY.

I understand that, if the proposed project is approved, I will be responsible for scheduling all work in a timely manner, for completing the work within 180 days of project approval, and for complying with the approval as issued. If the project is not completed within 180 days, such approval shall be deemed withdrawn, and it shall be necessary for me to resubmit a new Application to the DRC for reconsideration.

Upon completion of a project, I understand that I am required to notify the PCA Community Covenants Coordinator of the completion in order to schedule a final inspection for compliance with the Design Guidelines.

I understand that I am responsible for compliance with all requirements of the Province CC&Rs and the Design and Community Guidelines. I agree to comply with all applicable City, County, and State laws and ordinances and to obtain all necessary building permits. This Application shall be retained for the Association's records. By signing this Application, I acknowledge my review of these requirements and agree to comply with the terms of this Application. Further, I understand that I will be liable for any penalties as well as costs necessary to bring any non-conforming work into compliance with the CC&Rs and the Design and Community Guidelines.

Property Owner Signature

Date

If applicable:

Written authorization designating someone other than the property owner as a point of contact must be provided in a separate form, titled **PROPERTY OWNER/AGENT AUTHORIZATION FORM**.

Please submit this form in any one of the following 3 ways:

1. By email to the Administrative Coordinator at provinceadmin@ccmcnet.com
2. By hard copy delivered to the PCA Office
3. By online via Architectural Submittal Form available in the weekly Province Post email and entering your address