

Green Cove Homeowners Association
Existing Residence Architectural Review Application Form

All requests must include a plot plan which is given at closing.
You may need to contact the closing company or model-home agent.

Name: _____ Date: _____

Address: _____ Lot # _____

Lake Lot?: _____ Yes _____ No E-mail: _____

Please review your covenants prior to your submittal.

1. This application is for:

- a. _____ An addition to my home
- b. _____ Installation of a fence (*special provisions apply to corner, lake & common area lots*)
 - 1. If fence will connect to or cross onto another owner's property, a consent letter from the owner is required
 - 2. A REAR GATE is required for ALL fence installs
 - 3. The rear section of fence must stay off the rear property line by a minimum of three (3) feet for drainage easements. The sides must be on the property line or three (3) feet away from the property line
 - 4. You must submit a plot plan with the exact measurements listed on the plot plan in a color that can be seen/read
- c. _____ Addition of a deck
- d. _____ Change/addition to existing landscaping
- e. _____ Construction of an auxiliary building
- f. _____ Swimming pool installation
- g. _____ Other (Explain below)

2. Date you wish to start construction or modification. _____

3. Do you plan to use a contractor to do the work? _____

4. Name of contractor(s) _____

Note: Please reference Article 6, 6.26 for SIGNS

5. Provide a description of the work. Incomplete requests are **automatically denied** until required information has been resubmitted – with all documents being resubmitted at one time. What type of materials or plants, what color of paint to be used; the color of brick; color of shingles; if fence- length, width or height, etc. and it is required to show over a plot plan. List location: back yard, patio, side yard, front yard, etc.

6. Article 5.6.1 **Deemed Approval** The applicant may presume that his request has been approved by the Architectural Reviewer (a) if the applicant has not received the Architectural Reviewer's written response – approving, denying, or requesting additional information – within **60 days** after delivering his complete application to the Architectural Reviewer, and (b) if the proposed improvement or modification strictly conforms to requirements and construction specifications contained in this Declaration and in any design guidelines for the Property in effect at the time of application. If those conditions are satisfied, the Owner may proceed with the improvement, provided he adheres to the plans and specifications which accompanied his application, and provided he initiates and completes the improvement in a timely manner. In exercising deemed approval, the burden is on the Owner to document the Architectural Reviewer's actual receipt of the Owner's complete application. Under no circumstances may approval of the Architectural Reviewer be deemed, implied, or presumed for an improvement or modification that would require a variance from the requirements and construction specifications contained in this Declaration and in any design guidelines for the Property in effect at the time of application.
7. **Please note that your declarant or representative has **60 days** to review and approve/deny your request (Article 5, 5.6.1.).** Please email board@greencovehoa.com with any questions. Please also see **Article 5, 5.6**
8. The information submitted is an accurate and factual representation of the project that is proposed. If approved, I/we will not modify the approved plan without seeking an additional review of change plans by the Architectural Review Committee or the HOA Board. I/we understand that it is my/our responsibility to contact and coordinate with the local utility companies prior to any excavation work. I/we understand that work on the project may not commence until receipt of final written approval. I/we also understand that if we begin work before approval is granted, I/we are subject to fines or other remedies available to the association to stop work or remove work accomplished as outlined in the community covenants.

Homeowner's Signature

Email your request to board@greencovehoa.com

Revised 10/25/26