



The Bonita Oaks Ranch Property Owners Association

All applications to be submitted to both emails below:

bonitaoaksacc@gmail.com

compliance@propertymanagementgroup.org

Architectural Control Submittal Form

Please read the application and approval requirements below to ensure acceptance of this application. Please print all information.

APPLICATION REQUIREMENTS

The application for review and approval of lot improvements is for the property owner. The builder may submit the application but owner information must be complete and the owner must sign and date the application.

1 COPY OF THE PLANNED IMPROVEMENTS (FLOOR PLANS, EXTERIOR ELEVATIONS, SITE PLAN, FENCE PLANS, ADDITIONS &/OR MODIFICATION) ARE REQUIRED FOR EACH APPLICATION.

NOTE:

An application submitted without all required information and supporting documents will be considered incomplete. In such cases, the Architectural Control Committee **thirty (30) day review period will not commence until all required submissions have been provided.** Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have questions regarding the required submission or application process, please contact Property Management Group or the ACC at the emails provided above prior to submission of the application.

Lot Number: _____

Property Address:

Property Owner Name(s):

Property Owner Email:

Property Owner Phone Number:

☐ Contractor

☐ Homeowner

[illegible]

VARIANCE REQUEST:

Are there any known item(s) not in compliance with the Bonita Oaks Ranch CCRs that you are requesting a variance for? Yes No

If yes, please list what section(s) of the CCR you are requesting a variance for and list the reasons why you are requesting a variance from the CCRs. **Note:** Approval of an application does not automatically include approval of any requested variance. A variance is approved only if it is expressly identified as approved in the official approval letter issued by the ACC.

This image shows a blank sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

We the undersigned agree to comply with the Declaration of Restrictions, Covenants, and Conditions of Bonita Oaks Ranch, as well as all stipulations as stated by the Architectural Control Committee. We certify that this project will comply with all County, State, and Federal building and safety codes and ordinances as applicable. Additionally, all appropriate permits and inspections will be obtained if required.

Signature of Property Owner(s):

_____ Date: _____

Date: _____

FOR PMG/ACC USE ONLY:

Completed application and all pertinent documents and plans received on (date): _____

Complete application and documents sent by PMG to ACC on (date): _____

ACC review and vote completed on (date): _____

DIRECTIONS:

In order to be considered by the Architectural Review Committee your application and **plans must include the following but are not limited to:**

For houses and detached structures

- ☐ **Site Plan** (with proposed improvements, easements and property lines, set back dimensions from property lines, location of utilities like septic, well, etc.)
- ☐ **Architectural Floor Plans and Exterior Elevations** (indicating s.f. floor area & exterior finishes, roof pitch)
- ☐ **Complete Materials List** Types and colors of materials to be used, including roofing

For Fencing

- ☐ Provide site plan with location of fence to be installed, show gate locations, height of fencing, material and stain/paint (if applicable), and picture of fence style if available.

For Pools

- ☐ Provide site plan with location and placement of pool equipment in reference to the home

Other Improvements

Most all improvements will require a site plan with dimensions of setback locations to property lines and material list. If unsure what should be provided, please reach out to PMG for guidance.

Application must be completed in its entirety and signed by owner(s). All plans and details must be provided with the application. Application, plans, and supporting documents must be emailed to both the ACC and PMG. See email addresses at the top of the application.

APPEAL PROCESS: If you disagree with a denial decision of the ACC, you have the right to request a hearing before the Board of Directors by submitting a written request within **30 days** after the denial notice is delivered by the ACC. The Board will schedule a hearing and consider the appeal in accordance with applicable law and the Association's governing documents.

APPROVAL REQUIREMENTS

Application and review is subject to approval by the Architectural Control Committee according to the covenant and deed restrictions. The completion of approval process is achieved when construction of the improvement is completed. In order to verify the timely completion of the dwelling **the owner (or the owner's representative) is responsible for** reporting to the architectural control administrator, the installation date of the foundation. If this date is not provided in writing (or email), the ACC will assume the plan approval date as the start of construction for the twelve-month completion period.

Any modifications or additions to the subject plans must be approved by the ACC. Completion of the exterior of the house is required within **6 months** after the installation of the foundation. During the construction period, the builder is required to maintain a building waste and trash receptacle on the building site. All equipment for the storage or disposal of such material shall be kept in a clean and sanitary condition. **No adjacent tract(s) shall be used for construction access, staging or as a dumping ground for rubbish.**

No individual mailboxes will be allowed according to the USPS (United States Postal Service) All mail will be delivered to the provided cluster boxes.