

## CHECKLIST FOR ARCHITECTURAL REVIEW

**\*\* PLEASE PRINT AND COMPLETE THIS APPLICATION AND SUBMIT WITH ALL MATERIALS NEEDED TO PROCESS\*\***

**SUBMIT ONE (1) APPLICATION PER IMPROVEMENT**

Date: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

### APPLICATION MUST INCLUDE:

- Copy of Property Survey, marking location of improvement, if applicable
- Copy of blueprints, if applicable
- Brief Description of Improvement: \_\_\_\_\_

### COMPANY INFORMATION:

**(If you are contracting a company to do this work, the following must be included)**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### COMPANY MUST SUBMIT COPIES OF THE FOLLOWING:

- \_\_\_\_\_ Certificate of Liability Insurance
- \_\_\_\_\_ Workman's Compensation
- \_\_\_\_\_ Contractor's County License

**\*\* Certificate Holder (bottom left corner) MUST read as follows:**

**INDIAN CREEK PHASE IV B  
C/O CAMPBELL PROPERTY MANAGEMENT  
401 MAPLEWOOD DRIVE, SUITE 23  
JUPITER FL 33458  
(561) 203-7910**

**DO NOT SUBMIT THE APPLICATION UNLESS ALL THE ABOVE IS ATTACHED & COMPLETED.**

**APPLICATION FOR ARCHITECTURAL MODIFICATION  
ACC FORM FOR REVIEW**

**ACC forms take approximately 30 days to process.** Please note modifications can NOT begin until you receive an answer/approval in writing. You do not have to call to check status of application.

For processing of this application, please mail/drop-off to the address below, or to on-site office/clubhouse if applicable: (DO NOT FAX)

**CAMPBELL PROPERTY MANAGEMENT  
401 MAPLEWOOD DRIVE, SUITE 23  
JUPITER FL 33458  
(561) 203-7910**

**Please be sure to include required pictures, samples, property survey, plans and/or specifications so there is no delay/return.**

Association Name: **INDIAN CREEK PHASE IV B (MONTEREY VILLAS)**

Property Address:

Date Applying:

Daytime #:

Email:

Name of Owner(s):

Approval is proposed for the following modification(s), addition(s), and/or alteration(s) as described below and/or on attached page(s):

**Check the applicable boxes and/or describe below:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Addition to Building Structure        | <input type="checkbox"/> Landscaping Additions/Modifications | <input type="checkbox"/> Pool Installation       |
| <input type="checkbox"/> Exterior Paint as per approved Colors | <input type="checkbox"/> Patio Furniture Visible             | <input type="checkbox"/> Satellite Dish Location |
| <input type="checkbox"/> Exterior Lighting/Solar Lights        | <input type="checkbox"/> Patio/Terrace/Decks                 | <input type="checkbox"/> Screen Enclosure        |
| <input type="checkbox"/> Fence as per approved Criteria        | <input type="checkbox"/> Pavers/Driveway/Paver Extensions    | <input type="checkbox"/> Spa/Jacuzzi             |
| <input type="checkbox"/> Hurricane Panels/Accordion Shutters   | <input type="checkbox"/> Play Structure/Playgrounds          | <input type="checkbox"/> Other: _____            |

**THIS IS A RE-SUBMITTAL**     Yes     No

Additional Information/Detail: \_\_\_\_\_

Attached...Please note you **MUST** provide the following: (If Applicable) **Process will be delayed if missing!**

- |   |   |
|---|---|
| <input type="checkbox"/> Color plan(s)                                      | <input type="checkbox"/> Property Survey, showing location of Modification(s) |
| <input type="checkbox"/> Drainage Surface Water Plan                        | <input type="checkbox"/> Sample(s)/Picture(s)                                 |
| <input type="checkbox"/> Initial or Revised Plan(s) and/or Specification(s) | <input type="checkbox"/> Contractor License and Insurance                     |
| <input type="checkbox"/> Material(s) Designation Plan/Sample(s)             | <input type="checkbox"/> Other: _____   |

**By Initialing below applicant agrees and acknowledges as follows:**

\_\_\_\_\_ Owner agrees to be fully responsible at Owner's sole expense for any and all damages to common areas or neighboring yards, including damages done by delivery trucks and vehicles. Access to construction areas is only to be allowed through owner's property.

\_\_\_\_\_ Owner agrees and understands that should the owner desire to install any new improvement or landscaping within the boundary of a lot, a drainage surface water plan prepared by a professional irrigation or engineering company certified to the Association will be required to accompany this application. Said water plan must certify that the proposed improvement or landscaping will not adversely affect the drainage and irrigation of the Community and/or any adjacent lots.

\_\_\_\_\_ Owner agrees and understands to be responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s). Furthermore, owner agrees to comply with the Declarations, and Rules & Regulations of the "Association" in all respects.

\_\_\_\_\_ Owner agrees to remise, release, acquit, satisfy, and forever discharge "Developer", "Management Co.", and the "Association(s)" of and from all, and all manner of, action and actions, cause and causes of action, suits, debts, sums of money, accounts, bills, covenants, controversies, agreements, promises, damages (including consequential, incidental, punitive, special or other), judgments, executions, claims, liabilities and demands, whatsoever, at law and in equity (including, but not limited to, claims founded on tort, contract, contribution, indemnity or any other theory whatsoever) in any way related to any previous representations made by "Developer", "Management Co.", and the "Association(s)", and the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused there from; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.

\_\_\_\_\_ Owner agrees to defend, indemnify and hold harmless "Developer", "Management Co.", and the "Association(s)", against any and all claims, costs (including without limitation reasonable attorney's fees, paraprofessional fees and court costs at all levels), actions, liabilities and/or expenses in any way related to the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused there from; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.

\_\_\_\_\_ Owner agrees to compliance to all the Declarations, Rules & Regulations of the Association(s) in all respects.

**Owner agrees, understands and acknowledges that failing to abide by the aforementioned will be deemed as grounds for this request being DENIED.**

Anticipated Commencement Date:	Owner's Signature:
Anticipated Time for Completion:	Owner's Signature:

.....  
**(FOR ARCHITECTURAL CONTROL COMMITTEE/PROPERTY MANAGEMENT OFFICE USE ONLY)**

Approved  Date: \_\_\_\_\_ X \_\_\_\_\_  
 (Signature of ACC Chairperson/OR Property Manager)

Conditionally  
 Approved  Date: \_\_\_\_\_ X \_\_\_\_\_  
 (Signature of ACC Chairperson/OR Property Manager)

Disapproved  Date: \_\_\_\_\_ X \_\_\_\_\_  
 (Signature of ACC Chairperson/OR Property Manager)

Requests **APPROVED** or **CONDITIONALLY APPROVED, are subject** to stipulations on letter of approval.

Request **DISAPPROVED, as per explanation** on letter of disapproval.