

Heritage Oaks Property Owners' Association

APPLICATION FOR SITE IMPROVEMENTS OR ALTERATIONS

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

Owner's Name: \_\_\_\_\_

Address of Proposed Work: \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Nature of Work to be performed (or attach a description):

\_\_\_\_\_  
\_\_\_\_\_

Section(s) of Covenants affected: \_\_\_\_\_

When will work begin: \_\_\_\_\_

When will work be completed: \_\_\_\_\_

Please attach the following as appropriate:

- \_\_\_ Site Plan showing general dimensions of the lot, including the location of the improvement on the site, proposed setbacks from lot lines and location in relation to any existing structures or improvements. (Include architectural and engineering plans if required for permitting; otherwise a sketch depicting general dimensions will be adequate.)
- \_\_\_ Color swatch or sample.
- \_\_ Picture or rendering of items to be installed. (Cut sheets from manufacturer with dimensions, colors or technical information if possible.)
- \_\_\_ Other:

Please provide the required information to Sandy Burgess, Association Manager, sandy@burgessms.com, or P O Box 969, Alachua, FL 32616.

*This section to be filled in by staff and returned to you.*

Approved\* \_\_\_\_\_ Yes \_\_\_\_\_ No

Reason for disapproval \_\_\_\_\_

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

**\*This approval only applies to the requested improvement or change as required by the Recorded Covenants and Restrictions of the Heritage Oaks Property Owners' Association. It in no way implies that this is an approval of building code compliance by any Federal, State, County or City Enforcement Department, nor does this approval permit violation of and such building code or other regulation.**

**Note: Section 7.5 of the Declaration of Covenants and Restrictions states "In the event that the ARB fails to issue its written approval within 30 days of its receipt of the last of the materials or documents required to complete the Owner's submission, the ARB's approval shall be deemed to have been granted without further action."**