

Bay Branch Estates POA, Inc.

REQUEST FOR APPROVAL TO MODIFY PROPERTY

To be filled in by applicant (PLEASE PRINT)

NAME OF APPLICANT(S): _____

MAILING ADDRESS: _____

UNIT NUMBER: _____ **MODEL TYPE:** _____ **TELEPHONE:** _____

In accordance with the requirements of the Architectural Review Committee in the Declaration of Protective Covenants of Bay Branch Estates POA, Inc., to which I belong, I hereby request approval for the following modification:
(Describe here the modification request)

Applicants Signature: _____ **Date:** _____

INSTRUCTIONS

1. Complete *all* items. *Sign where required.*
2. Please consult the Declaration of Protective Covenants proper approval procedures.
3. Two complete sets of plans and specifications prepared by an architect, landscape architect, engineer or other qualified person shall be attached to this application.
4. Information contained in these plans and specifications must show the nature, kind, shape, height, materials, color scheme and location of the requested change or alteration, depending on the type of modification requested.
5. As a condition precedent to granting any request for a change, alteration or addition, the applicant, his heirs and assigns, hereby assumes sole responsibility for the repair, maintenance or replacement of any such addition, alteration, or change.
6. The applicant assumes all responsibility for any infringement on or interference with existing facilities and easements on this property.
7. An approval or denial will be delivered within 30 days after request is received.
8. Approval of this request does not constitute approval of the structural integrity of the requested modification, and is intended solely to maintain harmonious visual aesthetics within the community.
9. All applicable governmental permits or approvals must be obtained by the applicant and a copy furnished to the Architectural Review Committee before work is to begin.

Action Taken:

Your request is **APPROVED** **CONDITIONALLY APPROVED** **DISAPPROVED** **INCOMPLETE**

The following additional information is required or approval is conditional upon:

By: Bay Branch Estates POA, Inc. Board of Directors

Signature: _____ **Date:** _____

Action Taken:

Your request is **APPROVED** **CONDITIONALLY APPROVED** **DISAPPROVED** **INCOMPLETE**

The following additional information is required or approval is conditional upon:

By: THE ARCHITECTURAL REVIEW COMMITTEE

Signature: _____ **Date:** _____

Bay Branch Estates POA, Inc.		
Modification to Property Checklist		
Item	Yes	No
Is the modification to be used for Business or Business activity?		
Has the modification been submitted to the Architectural Review Committee?		
Does the modification require the review of a licensed architect or engineer?		
Have you or your builder obtained the proper permits to complete this modification?		
Is the modification a sign of any kind?		
Is the modification a car-port?		
Is the modification a detached Garage? If so, is it connected to the dwelling structure by a breezeway or covered walkway?		
Is the modification an exterior antenna?		
Does the modification alter the drainage easement in Owner's backyard?		
If the lot is located at a street intersection, does the modification permit safe sight across the street corners?		
Is the modification a fence?		
Does the modification include the installation of a window air-conditioning unit?		
Does the modification include the erection of additional exterior lights other than a decorative post light or street light?		
Is the modification the addition of an exterior sculpture, fountain, flag or similar item?		
Does the modification include the addition of Energy Conservation Equipment?		
Is the modification the addition of an above-ground pool?		
Does the modification require re-painting?		
Does the color match the original construction		
Does the modification include the installation of natural, untreated wood to the exterior?		
If so, are the wood exterior painted or stained?		
Is the modification the change of color to visible Window Coverings to other than white or off white?		
Does the modification have an entrance?		

Does the entrance front face the front street lot line?		
Does the modification meet the Setback rule of minimum 40 ft from front and 35 ft from the rear?		
Are the exterior materials asbestos shingles or concrete blocks?		
Is the modification meet the mailbox criteria, if so, is the mailbox brick or metal?		
Does the modification include the landscaping plan for new construction?		
Has the Owner submitted Two sets of plans and Specs for review?		
Has the Owner submitted Two sets of Plot Plans with front, back, and side yard dimensions?		
Does the modification exterior have brick, or stucco?		
Is the modification a porch?		
Does the eaves and under porches of vinyl or wood?		
Does the exterior color meet Committee approval?		
Is the fence chain link?		