



HIGHGROVE HOMEOWNERS' ASSOCIATION

APPLICATION FOR EXTERIOR PROPERTY ALTERATION

This application is made for review of a proposed project in the Highgrove subdivision as is required by the Declaration of Restrictive Covenants (hereinafter "Declaration") for the planned erection of any building, fence, wall, or other structure or any exterior addition to or change or alteration in or to the exterior of existing improvements, or any material alteration, addition, or deletion to the landscaping of any lot. This application is not necessary to remove dead trees or if the exterior alteration project simply replaces an existing element and will use the same kind, shape, height, color, location, materials, and all other details so that the replacement will appear the same as the original, which is approved in the governing documents. It is understood that this application will be reviewed by the Highgrove Homeowners' Association's Architectural Control Committee (hereinafter "Committee") within the guidelines set forth in the Declaration, and that, except as otherwise provided herein, no work may proceed on the project without the written approval of the Committee.

For a project to be approved, the proposed project must meet all of the standards set forth in the Declaration, including those for minimum size and setback requirements. In addition, the project must meet requirements specified in the "Architectural Control Guidelines" adopted by the Board of Directors. The Committee must review and approve the quality of materials, harmony and external design and color of the project, and the location of the project in relation to the surrounding structures and topography. Pursuant to the Declaration, the Committee may also consider the effect of the proposed changes, improvements, or alterations on the topography of the land and the environmental impact thereof.

Written approval (or disapproval) shall be rendered within 30 days after the Committee has received a complete application. An application shall be deemed complete on the date on which the Committee receives the application, the complete plans and specifications for the project, and any supporting information submitted by the applicant in support of the application (including additional information specifically requested by the Committee as necessary for its review of the project). If written approval or disapproval of the application is not rendered by the Committee within 30 days after the application is complete, the application shall be deemed approved, and the project as described herein, and without any alteration, may proceed without further submittals to the Committee.

PROPERTY OWNER(S) _____

STREET ADDRESS _____ PHASE _____ LOT _____

PHONE NUMBER _____ E-MAIL _____ FAX _____

TYPE OF PROJECT: NEW _____ ADDITION _____ ALTERATION _____ OTHER _____

BUILDING _____ POOL _____ DECK/PATIO _____ FENCE/WALL _____ DRIVEWAY/WALKWAY _____ LANDSCAPING _____

TEMPORARY OBJECT PLACEMENT (e.g., portable toilet, dumpster/dump trailer, POD) _____ DATES OF PLACEMENT _____

OTHER (specify) _____

BUILDING PERMIT REQUIRED: YES _____ NO _____

DESCRIPTION OF SCOPE AND NATURE OF PROJECT: *(Describe the nature, kind, shape, height, materials, color, location and all other details of the project and attach plans. Use additional sheets as needed.)*

I UNDERSTAND THAT THE APPLICATION WILL NOT BE DEEMED COMPLETE UNTIL ALL DETAILS SPECIFIED ABOVE AND PLANS FOR THE PROJECT (INCLUDING A SITE PLAN SHOWING THE LOCATION ON THE LOT OF ANY PROPOSED STRUCTURE, WALL OR FENCE) HAVE BEEN RECEIVED BY THE ARCHITECTURAL CONTROL COMMITTEE.

APPLICANT SIGNATURE _____

DATE OF APPLICATION _____

Submit this application to acc@highgrovetallahassee.org (preferred) or mail to the committee in care of Highgrove Homeowners' Association, 1400 Village Square Blvd. Suite 3-102, Tallahassee, FL 32312