

HOLLEY BY THE SEA ASSOCIATION, INC.

6845 Navarre Parkway, Navarre, FL 32566
Phone: (850) 939-1693 Ext. 3 Fax: (850)939-5848

Exterior Home Improvement Application

REVIEW HBTS OR HIDDEN CREEK ESTATES PROTECTIVE RIGHTS AND RESTRICTIONS FOR SPECIFIC DETAILS

NEW RESIDENTIAL STRUCTURE:

YES ___ NO ___

Owner: _____

Property Address: _____

Phone: _____

Email: _____

Builder/Contractor: _____

Address: _____

Phone: _____

Email: _____

Office Use Only

Block: _____ Lot: _____ Area: _____

Member ID: _____

Date received: _____

Architectural Staff: _____

ACC Initials and Date:

_____	Approved / Denied
_____	Approved / Denied
_____	Approved / Denied
_____	Approved / Denied
_____	Approved / Denied

PREMIERE RESIDENTIAL LOT/WOODMONT ESTATES:

YES ___ NO ___ (PG 19-22 OF COVENANTS)

HIDDEN CREEK ESTATES

YES ___ NO ___

***HBTS WILL NOT GRANT ANY VARIANCE THAT CONFLICTS WITH COUNTY,
STATE OR FEDERAL CODES.***

*****The following must be included with your application:**

1. Copy **Lot survey** or copy of **plot plan** or **detailed drawing** showing location of existing structures on property (can be found in closing documents or at the county office.)
2. Detailed **drawing and photo** of other features desirable for clarification such as exterior walls, screens, pools, fencing, etc. Provisions for recreation vehicles, boats, etc.
3. County approved drainage plans if applicable.

(Hidden Creek Estates Residents must review the Hidden Creek Estates Covenants for additional restrictions.)

- _____: (*owner initial*) **Fence Improvements:** Fence must be built with the **SMOOTH SIDE FACING OUT** (pickets out or away and posts on the inside) and **setback 10 feet from front edge of home**. Santa Rosa County restricts fence height to **not more than 6 feet** unless a county variance has been approved and included in application (SRC Ordinance 6.04.16A) **Chain link fence maximum height is 5 feet**. (SRC Ordinance 6.04.16C)

Type/Style of Fence: _____

Color of fence/Surface Treatment (stain): _____

Materials of Fence: _____

Location of Fence: _____

A layout/plot plan (one copy) of your property (including driveway, shed and any other improvements) showing proposed fence location with applicable setbacks and pictures or drawings of fence design is required.

- **Pool Improvements:** (All enclosures must meet SRC ordinances and setbacks as well as HBTS)

A layout/plot plan (one copy) of your property with a drawing or a picture showing the proposed pool (and enclosure if applicable) and its location and setbacks is required.

Type and Materials of Pool: _____

Type and Materials of Enclosure: _____ Color: _____

Dimensions of Pool: Width: _____ Length: _____ Depth: _____

- **Improvements for ADA Accommodation:**

Improvements for ADA Accommodation: Per FL Statute 720.304(a)-5(b), if a resident or occupant of the parcel has a medical necessity or disability that requires a ramp for entry and exit, the parcel owner may construct access ramp per F.S. standards.

Explanation of Improvements:

- **Shed/Garage Improvements:** Building must be set a minimum of 10 feet from side property line and 5 feet from rear property line (SRC LDC 2.10.05). Roof of accessory structure shall not exceed height of existing home. Buildings no bigger than 600 sq. ft. with no plumbing or electricity require a Santa Rosa County *Accessory Building Permit Exemption*. Must be tied down if more than 10' from main structure. Please include tie down specifications. The roof material must be “non-reflective.” Shed/garage improvements shall not be for human inhabitation.

A layout/plot plan (one copy) of your property with a drawing or a picture showing the proposed building and its location and setbacks is required.

Type and materials of building: _____ Roof: _____
 Dimensions of building: Width _____ Length _____ Height (ground to peak) _____
 Color of building and roof: _____
 Is roof material “non-reflective”? Yes / No Owner Initials: _____

- **Pet House/Enclosure/Coop Improvements:**
 (All enclosures must be no higher than 6 feet at highest point)

Type and Materials of improvement: _____ Color: _____
 Dimensions of improvement: Width: _____ Length: _____ Height or Depth: _____

A layout/plot plan (one copy) of your property with a drawing or picture showing the proposed improvement and its location and setbacks is required.

- **Conceal Trash/Garbage Container(s) Improvements:** All improvements must be 10ft back from front edge of home.

Type and Materials of improvement: _____ Color: _____
 Dimensions of improvement: Width: _____ Length: _____ Height or Depth: _____

A layout/plot plan (one copy) of your property with a drawing or picture showing the proposed improvement and its location and setbacks is required.

• **Tree/Brush Removal Improvements:**

“No trees of four (4) or more inches in diameter at two (2) feet above natural grade shall be cut or removed without approval of the Architectural Committee.” (HBTS Covenants: Article VII Section 2.a.)

Types of Tree/Brush: _____ **Number of plants/trees being removed:** _____

Reason for removal: _____

Diameter of plants being removed: _____

Replanting plants/trees: Yes / No **Type of plants/trees being replanted:** _____

A layout/plot plan (one copy) of your property with a drawing or picture showing the proposed improvement and its location and setbacks is required.

• **Driveway:**

All driveways, driveway extensions, secondary driveways will be constructed of pavers, asphalt, or poured-in-place concrete. Please specify material/ below. If painted, stained or stamped the driveway should be a solid color that is harmonious with the surrounding homes/driveways. The owner shall be responsible for and shall maintain and keep in good condition the painted and/or stained driveway. (Driveways cannot be closer than 10 feet to the side lot or five feet from the rear property line without a variance from the Board of Directors.)

Driveway Material: _____ **Color if painted and/or stained:** _____

Dimensions of improvement: Width: _____ **Length:** _____ **Height or Depth:** _____

A layout/plot plan (one copy) of your property with a drawing or a picture showing the proposed improvement and its location and setbacks is required.

• **Other Improvements (specify):**

Type and Materials of improvement: _____ **Color:** _____

Dimensions of improvement: Width: _____ **Length:** _____ **Height or Depth:** _____

A layout/plot plan (one copy) of your property with a drawing or a picture showing the proposed improvement and its location and setbacks is required.

NO CONSTRUCTION IS PERMITTED UNTIL APPROVED AND PERMIT IS ISSUED.

All applications that do not include all plans, materials, applications and other required items will be rejected by the Architectural Committee. Any changes to the approved application must be submitted to the Architectural Committee for approval. Rejected submissions must be resubmitted a minimum of 7 days in advance of the next meeting.

All improvements shall be completed in accordance with the submitted information and completed no more than 180 days from the starting date. A variance may be requested if the 180 day period cannot be achieved. Prior to construction the homeowner must be in possession of the HBTS permit.

An appointment for a Home Improvement Final Inspection **must** be made with a Holley by the Sea Architectural Office Staff Member within two (2) business days of completing the project.

The approval of this application excludes any and all errors generated by the Architectural Control Committee and/or the Board of Directors. In the event an error is recognized it is the responsibility of the Homeowner and the Association to agree upon a resolution in keeping with the Covenants and current polices.

I, the undersigned, understand the rules and regulations of the Association concerning the Architectural requirements and agree to adhere to them.

Signature/Initial(s) of Builder/Contractor and Owner are required.

Builder/Contractor Signature: _____ Date signed: _____

Builder/Contractor Printed Name: _____

(Builder Initial): HBTS WILL NOT GRANT ANY VARIANCE THAT CONFLICTS WITH COUNTY, STATE OR FEDERAL CODES NOR DOES APPROVAL OF THIS APPLICATION ASSURE COMPLIANCE WITH THESE CODES.

Owner Signature: _____ Date signed: _____

Owner Printed Name: _____

(Owner Initial): HBTS WILL NOT GRANT ANY VARIANCE THAT CONFLICTS WITH COUNTY, STATE OR FEDERAL CODES NOR DOES APPROVAL OF THIS APPLICATION ASSURE COMPLIANCE WITH THESE CODES.

(Owner Initial): THE HOMEOWNER WILL REQUEST A FINAL INSPECTION WHEN THE PROJECT IS COMPLETE. FAILURE TO REQUEST AND HAVE AN APPROVED FINAL INSPECTION PREFORMED WILL RESULT IN A VIOLATION AGAINST THE NEW IMPROVEMENT. A VIOLATION MAY RESULT IN LOSS OF USAGE RIGHTS.

Additional Information

- **Driveways cannot be closer than 10' to side lot lines without a variance from the BOD.**
- **Alterations or changes in color/type of roofs require Architectural Committee approval**
- **Homeowner is responsible for containing storm water runoff on the property and installation of proper equipment to drain water out to the culvert if applicable for this improvement.**
- **No one (homeowner/contractor) shall change the natural contours of the land causing undue and harmful flow of the surface water drainage to adjoining property owners. Any drainage easement or swale shall not be obstructed in any way.**