

**HOLLEY BY THE SEA IMPROVEMENT ASSOCIATION, INC.**

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

**APPLICATION**

**NEW RESIDENTIAL STRUCTURE**

Completely fill out front and back of this application.

Office Use Only

Date received in Architectural office: \_\_\_\_\_ Architectural staff: \_\_\_\_\_

\$2,000 Deposit Check Number: \_\_\_\_\_ ACC Approval Signatures and Date: \_\_\_\_\_

\$10,000 Builder Cash Deposit/Date: \_\_\_\_\_

\$500 Application Fee Check Number: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Area: \_\_\_\_\_

Select Applicable Lot: Premier Residential Lot \_\_\_\_\_ Woodmont Estates \_\_\_\_\_  
Hidden Creek Estates \_\_\_\_\_ Conventional Lot \_\_\_\_\_

New Property Address: \_\_\_\_\_

Property Owner (Print): \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Builder: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Fax #: \_\_\_\_\_ e-mail address: \_\_\_\_\_

**Article VII, Exhibit C. (p19-33 of HBTS CC&R.) Check and initial which applies:**

- \_\_\_\_\_ : **Commercial Lot** (or **multi-family** residential structures)
- \_\_\_\_\_ : **Premiere Residential Lot** (min 1,800sq.ft.) Lot must contain 20,000 sq. ft. Shall contain only one single dwelling not to exceed two stories or 30ft. in height. 35ft front setback
- \_\_\_\_\_ : **Woodmont Estates** (min 1,600sq.ft.) 35ft front setback
- \_\_\_\_\_ : **Palmetto Ridge** (min 1,400sq.ft.) 25ft front setback
- \_\_\_\_\_ : **The Hidden Creek Estates** (min 2,200sq.ft.) 25ft front setback
- \_\_\_\_\_ : **Conventional Residential Lot** (min 1,400sq.ft.) Lot must contain 20,000 sq. ft. Shall contain only one single dwelling not to exceed two stories or 30ft. in height. 35ft front setback

Will this be a model home? **Yes** or **No**

**If Yes, read and initial the following:**

- \_\_\_\_\_ : **Model Home will include a circular driveway. Street parking prohibited.**
- \_\_\_\_\_ : **Model Home will be listed for sale 24 months after receiving HBTS final inspection.**
- \_\_\_\_\_ : **Model Home will have only 1 permanent sign posted on lot.**
- \_\_\_\_\_ : **HBTS will hold the \$2000 Builder Bond until Model Home is sold and proof of sale is provided.**

## SPECIFICATIONS OF STRUCTURE

Sq. ft. of home or each unit if multi-family: \_\_\_\_\_ Sq. ft. of Garage: \_\_\_\_\_

Roofing Materials and Color: \_\_\_\_\_

Driveway Materials: \_\_\_\_\_

Exterior Materials and Color: \_\_\_\_\_

Landscaping done by Owner or Builder: \_\_\_\_\_

\*\*\*Rain Sensors must be installed. (Required by FL Statue 373.62)\*\*\*

**EROISION CONTROL MUST BE USED DURING CONSTRUCTION EFFECTIVE August 1, 2003.**

Start Date of Construction: \_\_\_\_\_ Finish Date of Construction: \_\_\_\_\_

Landscape Completion Date: \_\_\_\_\_

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

**It is a requirement to sod and install a sprinkler system in all cleared areas. The front and side yards must end at the street edge.** Driveways must be paved to the street. On the unpaved roads, sod must be laid to within at least 15 feet from the front property line to the street's edge. Any damage to adjacent lots must be brought back to original state. **Builder is responsible for containing storm water run-off on the property and must install proper equipment to drain water out to the culvert or swale.** All construction shall be completed in accordance with the submitted information and **completed within one year** from the starting date.

**I also understand that I must meet with an architectural staff member before clearing any lot, and a final inspection must take place before occupancy. Failure to obtain a FINAL inspection before occupancy may result in forfeiture of the \$2000 Builder Bond. I must post the HBTS construction permit on every lot that has been approved by the HBTS Architectural Committee. I, the undersigned, understand the rules and regulations of the Association concerning the Architectural requirements and agree to adhere to them.**

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

- A. Access street(s), walkway(s), drives and other exterior improvements.
- B. Foundation plans if other than slab on grade.
- C. Lot survey showing location of structures on property, i.e., a plot plan.
- D. Elevation drawing showing views from all four sides of the structure and square footage is required.
- E. HCE (Hidden Creek Estates)--Must also include floor plans with an exact computation of the square footage of each floor in two (2) copies.
- F. (INFO) Properties where sewer is available must connect to it.
- G. If sewer is not available, denote where septic tank is being placed.
- H. Detailed drawing of other features desirable for clarification such as exterior walls, screens, pools, fencing, and any provisions for camper, self-propelled mobile home, trailer, boat, any vehicle that has commercial signs, advertising, or commercial equipment.
- I. Total enclosed heated/air conditioned square footage (state by floor plan in the case of a two-story residence).
- J. All roof mounted equipment and solar collectors.
- K. Landscape drawing that indicates sod, sprinkler system and other landscape improvements; must be signed by builder and property owner (denote where Florida Friendly landscaping permitted).
- L. Rain Sensor specifications as required by Florida State Statue 373.62.
- M. If dumpster is not available, then trash management system must be established and maintained at all times. When Construction sequencing such as concrete and trusses prevents the ability to site a dumpster, another active and continuous waste management system must be used. Trash that can blow away must be eliminated by the work day's end
- N. Complete clearing of lot is prohibited without additional architectural committee approval.

- O. Survey pin flags will remain in place until the HBTS Architectural final is complete.
- P. Holley by the Sea Drainage policy must be signed and returned with application and wetland assessment.

**NO CONSTRUCTION IS PERMITTED UNTIL APPROVED.**

After reading each section below, **initial in the space provided** that you understand and agree to the policy:

\_\_\_\_\_: Any submission that does not include all plans, materials, applications and other items as required will be rejected by the Architectural Control Committee and will not be approved until all requirements have been met. Any changes to the approved application must be submitted to the Architectural Control Committee for approval. Rejected submissions must be resubmitted a minimum of 7 days in advance of the next meeting. **If application is rejected twice, the application process must start completely over with a new application and a \$500 fee.**

\_\_\_\_\_: **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.**

\_\_\_\_\_: All construction shall be completed in accordance with the submitted information and **completed within one year** from the starting date.

\_\_\_\_\_: A **CO** is required to be provided to the Architectural Staff *prior* to receiving a final inspection from HBTS.

\_\_\_\_\_: A final inspection **must** take place before occupancy. **Failure to obtain a FINAL inspection before occupancy may result in forfeiture of the \$2000 Builder Bond.** Any waiver/hardship or deviation from the application must be approved in writing from the Board of Directors.

\_\_\_\_\_: **All information contained in the New Residential Structure package provided by you, the builder and owner, will be verified for accuracy, to include the Wetland Assessment. Any information determined to be false may result in denial of this permit and possible suspension of building privileges in Holley by the Sea.**

**Signature of Owner and Builder is required.**

I, the undersigned, understand the rules and regulations of the Association concerning the Architectural/Covenants requirements and agree to adhere to them. Review HBTS or Hidden Creek Estates protective rights, restrictions and governing documents and rules and regulations for details.

Owner Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Owner Printed Name: \_\_\_\_\_

Builder Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Builder Printed Name: \_\_\_\_\_