



## Bay Pines Homeowner's Association Architectural Review Committee Improvements/Changes Request Form

Project Name:	
Submission Date:	
Name:	
Contact Numbers:	
Email Address:	
Preferred Method of Notification:	<input type="checkbox"/> <b>Email</b> <input type="checkbox"/> <b>Letter</b> <input type="checkbox"/> <b>Text</b> <input type="checkbox"/> <b>Call</b>
Affected Address:	
Mailing Address (if different than above):	
Expected Start Date:	
Expected Completion Date:	
<p><u>Describe the improvements/changes to be made below.</u></p>  	
<p><u>Improvements/changes will be located in the following areas (mark all that apply):</u></p> <p> <input type="checkbox"/> <b>Front of home</b>                      <input type="checkbox"/> <b>Rear of home</b>                      <input type="checkbox"/> <b>Yard</b>  <input type="checkbox"/> <b>Right side of home</b>              <input type="checkbox"/> <b>Left side of home</b>  <input type="checkbox"/> <b>Roof</b>                                      <input type="checkbox"/> <b>Patio</b>  <input type="checkbox"/> <b>Other (explain):</b> _____         </p>	
<p><u>Describe the materials and colors to be used below.</u></p>  	
<p>Explain who will be performing the work and any additional and/or relevant information (<i>attach or include a copy of any applicable contract</i>):</p>  	
Will the improvements/changes require permits?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Permit Type(s):	
Did you attach or include the required diagram of your lot indicating home placement and the highlighted location of improvements or changes?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

Submit your request, along with supporting documentation, via email to [secretary.baypineshoa@gmail.com](mailto:secretary.baypineshoa@gmail.com) or by mail to Bay Pines HOA; P.O. Box 1461; Gulf Breeze, FL 32562-1461. Generally, requests are addressed within 48 hours of the Submission Date depending on the complexity of your improvements or changes. If you need to expedite your request; have questions; or, have not received a response from the ARC, please call **Danny Linton**, HOA Secretary, at (334) 363-9934.

**Important Note:** ARC approval of your project does not alleviate your responsibility to conform to building codes, easements, permits, and other regulations. For information on Santa Rosa County building permits, visit the following website: <http://www.santarosa.fl.gov/developmentservices/residential.cfm>