

Neptune By the Sea III HOA Architectural Review Application Form

Please complete and return to Kelly DeLucia, ARC Committee - kelly@welchteam.com or 509 Lighthouse Ct

Date Submitted: _____

Homeowner/Applicant Information Name: _____

Property Address: _____

Phone: _____ **Email:** _____

Project Information Check all that apply:

- Exterior Paint (include below colors for body, trim, front door, garage door, shutters, etc.; attach color samples/chips)
- Front Door (style, material, color)
- Roof (material, color, brand, style – e.g., architectural shingles)
- Fence (height, material, style, location; attach survey showing placement)
- Shed/Outbuilding/Detached Structure (size, dimensions, material, location)
- Landscaping Changes (additions, removals, tree removal/replacement – specify types, sizes, locations)
- Tree Removal or Major Landscaping (number, species, reason; attach photos/survey)
- Pavers
- Other (specify): _____

Detailed Description: (Provide full details: dimensions, materials, colors, style, location on property, contractor name/phone if applicable. Attach additional contractor/installation plans and where located on homeowners lot (survey required if fence, pool or shed)

Required Attachments (check when included):

- Copy of property survey/plot plan with proposed changes marked (required for fences, sheds, major landscaping, etc.)
- Photos, brochures, or samples of proposed items (e.g., fence style, paint chips, door catalog page)
- Drawings/sketches showing dimensions and placement
- Contractor license/insurance (if applicable)

Timeline Estimated start date: _____ Estimated completion date: _____

Homeowner Acknowledgment and Agreement I understand and agree to the following:

1. No work may begin until I receive written approval from the ARC.
2. All changes must comply with the HOA's governing documents, architectural guidelines, and any applicable local/county permits (which are my responsibility to obtain).
3. The ARC has up to 10 days to review and respond; incomplete applications may delay this timeline.
4. Approved projects must be completed within 90 days or re-submitted for approval.
5. The ARC/Board may inspect the completed project to ensure compliance.
6. Failure to comply with approved plans may result in enforcement actions per HOA rules.

Homeowner Signature: _____ Date: _____

For ARC/Board Use Only Date Received: _____ Approved Approved with Conditions Denied Comments/Conditions:

ARC/Board Signature: _____ Date: _____