



SONOMA ISLES
ARCHITECTURAL REVIEW COMMITTEE
APPLICATION FOR ARCHITECTURAL REVIEW

SECTION I
APPLICATION

Date: _____

Homeowner Name: _____

Lot Number: _____

Property Address: _____

Homeowner Email: _____

Homeowner Phone Number: _____

Is this Application a Re-Submittal: YES or NO

Brief description of modification, alteration or improvement: _____

Name of Contractor performing work: _____

Signature of Homeowner: _____

Homeowner name printed: _____

**ARCHITECTURAL REVIEW COMMITTEE
APPLICATION FOR ARCHITECTURAL REVIEW**

SECTION II
HOMEOWNERS AFFIDAVIT

I have read, understand, and agree to abide by the Covenants and Restrictions of the Sonoma Isles Homeowners Association, Inc. ("Association"). In return for approval, I agree to be responsible for the following:

- All losses caused to others, including common areas, as a result of the undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- Any encroachment(s);
- To comply with the conditions of acceptance (if any);
- To complete the Project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and the modification shall be removed by the Homeowner at the Homeowner's expense.
- Applicant further acknowledges that draining swales has been designed and established between homes (side yard) to carry stormwater off the lot and to maintain positive drainage away from the home. The Association and/or developer shall not be responsible for any effect that any proposed landscaping installation may have on drainage. The Applicant shall be responsible for all associated costs.
- The Homeowner is responsible for all costs associated with irrigation modifications as a result of the alteration. Irrigation modifications are required at the Homeowner's Expense.
- Homeowner assumes maintenance responsibility for any new landscaping, unless otherwise provided for in the community's master landscape contract.
- The Homeowner is responsible for ensuring that all areas affected by Project construction (i.e., landscaping, irrigation, grading, common areas, etc.) are restored to their original construction. The Homeowner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the Homeowner is responsible for all costs necessary for the Association to properly restore the area.
- Any soil removed from a home for any modification, including but not limited to the installation of a pool, fence, patio, landscaping, etc. must be transported and properly disposed of outside of the community. If soil is found to be improperly disposed of within the community, the homeowner will be responsible for disposal and all associated cost. Disposal must be completed within 30 days.

I also understand that the Architectural Review Committee, Board of Directors and/or Management Company do not review and assume no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; or for the performance, workmanship, or quality of work of any contractor, or of the completed alteration or description.

I agree to abide by the decision of the Architectural Review Committee, Board of Directors and/or Management Company. If the modification is not completed as approved with the specifications submitted in this Application, and I refuse to correct or remove the modification, I may be subject to court action by the Association. In the even any legal action arising from this Agreement is brought, the prevailing Party will be entitled to recover all costs and reasonable attorneys' fees incurred (whether pretrial, at mediation, arbitration, or trial and in any appeals) from the date initial Dispute arose.

Dated: _____

Signature of Homeowner: _____

Homeowner name printed: _____

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SECTION III
DISCLAIMER/RELEASE

The Sonoma Isles Homeowners Association, Inc. (“Association”), the Architectural Review Committee and/or the Management Company will not be held responsible for any landscaping or damage incurred by Homeowner vendors or contractors relating to any modifications, alterations, improvements, or installations made to said property.

If requested, a copy of the building permit will be provided to the Association, the Architectural Review Committee and/or the Management Company prior to the completion of any modifications, alterations, improvements or installations made to said property. Also, if requested, a copy of a signed County Inspection Approval will be provided upon completion.

At any time, the Association, the Architectural Review Committee and/or the Management Company may ask for the above documents and has the right to demand that said modifications, alterations, improvements or installations be removed immediately at the Owner’s Expense if same is not what was approved by the Architectural Review Committee, Board of Directors and/or Management Company.

Dated: _____

Signature of Homeowner: _____

Homeowner name printed: _____

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SECTION IV
SUPPORTING INFORMATION REQUIRED

Information Required for ALL PROJECTS:

- A copy of the Contractor’s Business License *
- A copy of the Contractor’s Insurance Certificate naming Sonoma Isles Homeowners Association, Inc. as an Additional Insured, attesting to General Liability coverage of at least \$1,000,000.00, and attesting to Workers’ Compensation coverage *
- A copy of the Lot survey marked to show areas of modification, alteration or improvement with enough detail to enable the Architectural Review Committee to make an informed decision on the Application. (Lot survey may be requested from the Town of Jupiter, Building Department.)
- * If the Homeowner will be performing the work, these items are not required. However, a copy of the Homeowner’s Insurance Declarations page must be produced.
- A copy of the City and/or County Permit issued, when received.

Additional Information Required for SPECIFIC PROJECTS:

Project Description	Additional Supporting Documents Required
Air Conditioners	<ul style="list-style-type: none"> <input type="checkbox"/> Designation of component size and capacity <input type="checkbox"/> Designation of location of wiring and conduit <input type="checkbox"/> Plan for landscaping to conceal components <input type="checkbox"/> Plan to paint or conceal conduit and wires <input type="checkbox"/> Photo of area of improvement
Building Exterior	<ul style="list-style-type: none"> <input type="checkbox"/> Designation of material, height, drawings, finish <input type="checkbox"/> Plan to paint or conceal conduit and wires <input type="checkbox"/> Photo of area of improvement
Driveway, Walkways, and Site Paving	<ul style="list-style-type: none"> <input type="checkbox"/> Architectural rendering of project <input type="checkbox"/> Designation of extension type, color, material, and pattern <input type="checkbox"/> Plan for irrigation cutting and capping <input type="checkbox"/> Photo of area of improvement
Flag Pole	<ul style="list-style-type: none"> <input type="checkbox"/> Designation of material, height, drawings, finish <input type="checkbox"/> Photo of area of improvement

Fences	<input type="checkbox"/> Designation of fence type, color and size <input type="checkbox"/> Designation of gate type, color, size, location, and swing <input type="checkbox"/> Proposed landscaping plan to surround fence (if applicable) <input type="checkbox"/> Photos of area of improvement <input type="checkbox"/> If trees or landscaping is impacted please specify in description of project how this will be incorporated into the design.
Generators	<input type="checkbox"/> Designation of generator size and capacity <input type="checkbox"/> Designation of location of wiring and conduit <input type="checkbox"/> Plan for landscaping to conceal generator <input type="checkbox"/> Plan to paint or conceal conduit and wires <input type="checkbox"/> Photo of the area of improvement
Landscaping	<input type="checkbox"/> Drawing illustrating placement of proposed landscaping on survey <input type="checkbox"/> Designation of quantity, type and size <input type="checkbox"/> Plan for irrigation cutting and capping <input type="checkbox"/> Photo of the area of improvement
Landscape Lighting	<input type="checkbox"/> Designation of quantity, type, color and size <input type="checkbox"/> Designation of location of wiring and conduit <input type="checkbox"/> Designation of lighting location and light direction
Painting	<input type="checkbox"/> Designation of color, manufacturer name and color number or Sonoma Isle color pallet selection <input type="checkbox"/> Designation of areas to be painted
Patio Extensions	<input type="checkbox"/> Architectural rendering of patio extension <input type="checkbox"/> Designation of extension type, color, material, and pattern <input type="checkbox"/> Plan for irrigation cutting and capping <input type="checkbox"/> Photo of area of improvement
Pet Fence	<input type="checkbox"/> Designation of material, drawings, type <input type="checkbox"/> Photo of area of improvement
Play Structures, Recreational Equipment, and Swing Sets	<input type="checkbox"/> Drawing illustrating placement of proposed equipment on survey <input type="checkbox"/> Designation of quantity, type, color, and size <input type="checkbox"/> Plan for irrigation cutting and capping (if applicable) <input type="checkbox"/> Photo of the area of improvement
Pool	<input type="checkbox"/> Architectural rendering of pool <input type="checkbox"/> Designation of pool deck type, color and pattern <input type="checkbox"/> Designation of pool coping type and color <input type="checkbox"/> Plan for fencing and/or screening <input type="checkbox"/> Plan for landscaping to conceal pool equipment <input type="checkbox"/> Plan for irrigation cutting and capping <input type="checkbox"/> Photos of area of improvement
Room Additions	<input type="checkbox"/> Architectural drawings including plan and elevation views <input type="checkbox"/> Designation of paint color, manufacturer name and color number or Sonoma Isles color pallet selection <input type="checkbox"/> Designation of roof color and material <input type="checkbox"/> Photos of area of improvement

Satellite Dishes and Antennas	<input type="checkbox"/> Designation of size, shape, and color <input type="checkbox"/> Designation of location and photo of the area <input type="checkbox"/> Plan to paint or conceal conduit and wires
Screen Enclosures	<input type="checkbox"/> Designation of enclosure frame type, color and size <input type="checkbox"/> Designation of screening type, color and size <input type="checkbox"/> Designation of screen door locations and size <input type="checkbox"/> Plan and elevation views of screen enclosure <input type="checkbox"/> Photos of area of improvement
Sewer and Drains	<input type="checkbox"/> Designation of project type, size, color, location, and drainage plan <input type="checkbox"/> Proposed landscaping plan (if applicable) <input type="checkbox"/> Photos of area of improvement
Signs	<input type="checkbox"/> Designation of size, location, message, and duration
Storm Shutters & Screens	<input type="checkbox"/> Designation of enclosure frame type, color and size <input type="checkbox"/> Designation of screening type, color and size <input type="checkbox"/> Designation of location within residence
Summer Kitchen	<input type="checkbox"/> Architectural rendering of summer kitchen <input type="checkbox"/> Designation of material, height, drawings, finish, and equipment <input type="checkbox"/> Plan for landscaping to conceal summer kitchen <input type="checkbox"/> Photos of area of improvement
Synthetic Turf	<input type="checkbox"/> Designation of type, color and size <input type="checkbox"/> Submission of a turf sample not to exceed 12" x 12" in size <input type="checkbox"/> Plan for irrigation cutting and capping <input type="checkbox"/> Plan for required buffer between turf and natural grass <input type="checkbox"/> Photo of the area of improvement

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PROJECT COMPLETION FORM

Upon the completion of your Project, this form should be filled out and returned to the Management Company. This form notifies the Architectural Review Committee of the need to perform a final inspection of the Project and areas affected by the Project construction.

Date: _____

Homeowner Name: _____

Lot Number: _____

Property Address: _____

Homeowner Email: _____

Homeowner Phone Number: _____

Brief description of completed Project: _____

OFFICE USE ONLY

Project inspected by: _____

Date of inspection: _____

_____ APPROVED

_____ DENIED

Inspection notes: _____



SONOMA ISLES

INSTRUCTIONS FOR SUBMISSION OF ARCHITECTURAL REVIEW COMMITTEE APPLICATION FOR ARCHITECTURAL REVIEW

APPLICATION INSTRUCTIONS AND CHECKLIST:

1. Review all applicable ARC guidelines.
2. Review and complete Section I of this Application.
3. Review and sign:
 - a. Homeowners Affidavit in Section II of this Application.
 - b. Disclaimer/Release in Section III of this Application.
4. Attach a non-refundable application fee of \$25.00 for each Application.
5. Attach all supporting information required by Section IV of this Application.
6. Return your completed Application package to the HOA Management Office.
7. Application may be submitted in either paper or electronic format. Electronic format is preferred.

Sonoma Isles HOA
205 Sonoma Isles Circle Jupiter, FL 33478
Direct #: 561-972-7904
Email: SonomaislesPM@campbellproperty.com

8. If you need assistance with these instructions or application please contact the property manager.

CHECK INSTRUCTIONS:

- All checks should be made payable to the “Sonoma Isles Homeowners Association, Inc.”
- Checks previously submitted in connection with prior Applications are not applicable to any new Application. New checks must be submitted with each new Application.

APPLICATION REVIEW PROCESS:

- An Application shall not be considered complete until all portions of the Application are filled out, all supporting information is included, and the required non-refundable application fee is received.
- The Architectural Review Committee reserves the right to request information in connection with the review of any Application, including but not limited to contacting the Homeowner, seeking additional information and documentation, and/or conducting a site visit of the Parcel.
- Completed Applications will be scheduled for consideration during meetings open to members of the Sonoma Isles Homeowners Association, Inc. Open meetings will be held as often as reasonably necessary to achieve timely review, discussion, and decision on completed Applications.
- At open meetings, the Architectural Review Committee can either approve an Application with no conditions, approve an Application with conditions, defer ruling on an Application, or deny an Application. The open meeting will be duly noticed including the agenda, applicant name, address, and project. Public discussion will be permitted.
- Once a decision on an Application is rendered by the Architectural Review Committee by majority vote, the Homeowner shall be notified in writing of the committee's decision within 7 days through a letter to be issued by the Management Company.
- If an Application is denied, the Homeowner is not precluded from re-submitting a new Application addressing, modifying or rectifying any prior grounds for denial.
- Should a Homeowner wish to appeal the denial of an Application by the Architectural Review Committee, timely written appeal must be made within 14 days of receipt of the denial letter. All appeal requests shall be in writing, addressed to the Board of Directors of the Sonoma Isles Homeowners Association, Inc., and submitted to the Management Company.
- Architectural Review Committee member may conduct an inspection of your property to determine whether there was compliance with this Application.