

Request for Architectural Approval

This request is to be completed and submitted to the AC (*Architectural Committee*). **Approval must be received BEFORE any work commences. PLEASE DOWNLOAD AND SAVE THIS DOCUMENT TO YOUR COMPUTER BEFORE FILLING IN THE FORM IF YOU WANT TO SAVE IT.**

Completed forms, along with any attachments should be emailed to: AC-OHP@outlook.com; mailed to *Sentry Management, Inc., 2605 Enterprise Rd. E #200, Clearwater FL 33759*; or Faxed to 727-799-8984. **Failure to provide all required information may result in a delay in considering your request.**

For further information about standards for all properties in the Old Harbor Place Homeowners Association, please see *Old Harbor Place Homeowners 'Association, Inc. Architectural Committee Guidelines and Standards*:

<https://oldharborplace.com/data/files/acc-docs/2025-03-26oldharborplacearchitecturalguidelinesfinal.pdf>

Old Harbor Place; Safety Harbor, Florida 34695

Homeowner Information

Full Name: _____ Date: _____

Last

First

M.I.

Address: _____

Street Address

Phone _____ Email _____

Exterior Change/Addition/installation: (ie: pool screen, patio, landscaping, etc.) requested

Project Type: ☐ Exterior ☐ Roof ☐ Painting ☐ Landscaping ☐ Fence ☐ Driveway-Walkway-Pavers

☐ Swimming Pool ☐ Other

Fully describe the requested project. Use additional sheets as it may be necessary. (Provide paint color(s), manufacturer and color number; computer link to manufacturer's specifications for gutters, roofs, garage doors, fence and other materials; dimensions and materials.)

Requirements

Below is a list of required documentation to be included with the completed application form. An application shall be deemed incomplete and returned to the homeowner if any of the applicable items listed below are not initialed, included, or legible.

With my initials, I am confirming that the following requirement (s) for my project has been met. (Items that are not applicable should identified by placing NA on the appropriate line.

ALL: Copy of the plot plan showing the location of the proposed project in relation to the house is attached. *(You can use a drawing, Google Maps, or the Property Appraiser's map for your address at (<https://www.pcpao.org/>)).*

Roof: The description provides the specifications, including materials, color, manufacturer, and contractor. A link to the specifications page of the manufacturer's website is included in the description section above.

Paint Description: The description provides the placement of color(s) to be used including the manufacturer and the color numbers *(limit of three, including house and trim. Garage doors, if painted a color other than the base color of the house, must match either the trim, the accent color, or the front door. . Front doors may be a natural wood door or match the color of the garage or the trim. Gutters and downspouts should match the trim or base color of the house)*

Paint Samples: Paint color samples are painted on the house (minimum of 1ft. x 1 ft.) and are visible from the street.

Landscape: Description includes a plot plan showing the location and quantity of proposed plant materials and accent materials in landscaping beds.

Other: Description includes the specifications for all proposed improvements *(fences, driveways, etc.) including color, location on plot map, dimensions, and any other relevant information.)* A link to the manufacturer's specifications is also included.

Additional Information

APPROVAL BY THE AC IS GOOD FOR NINETY (90) DAYS. IF YOUR PROJECT WILL NOT BE DONE WITHIN THIS TIMEFRAME, PLEASE SUBMIT A REQUEST FOR EXTENSION and EXPLANATION OF THE DELAY FOR THE COMMITTEE'S CONSIDERATION VIA EMAIL TO AC-OHP@outlook.com.

This section to be completed by Sentry Management.

Date

Received: _____

Date of Final Action: _____

Date sent to AC: _____