

APPLICATION

EXTERIOR HOME IMPROVEMENT

HOLLEY BY THE SEA HOME IMPROVEMENT ASSOCIATION

6845 Navarre Parkway, Navarre, FL 32566

Phone: (850) 939-1693 Fax: (850) 939-5848

Application Date: \_\_\_\_\_

Owner: \_\_\_\_\_

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

\_\_\_\_\_

Phone : \_\_\_\_\_

Email: \_\_\_\_\_

Builder: \_\_\_\_\_

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

\_\_\_\_\_

Phone : \_\_\_\_\_

Office Use Only

Date received \_\_\_\_\_

Architectural Staff: \_\_\_\_\_

ACC Approval Signatures:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

NOTE: HBTS WILL NOT GRANT ANY VARIANCE THAT CONFLICTS WITH COUNTY, STATE OR FEDERAL CODES.

The following must be included with your application:

- 1. Lot survey showing location of structures on property, i.e., a plot plan.
2. Detailed drawing of other features desirable for clarification such as exterior walls, screens, pools, fencing, etc. Provisions for recreation vehicles, boats, etc.
3. County approved drainage plans if applicable.

Fence Improvements: Fence must be built with the smooth side facing out (pickets out or away and posts on the inside) and setback 10' from front edge of home. (Santa Rosa County restricts fence height to not more than 6' & corner lots have a 15' side and 25' front setback imposed with height restrictions of less than 6'.)

A layout/plot plan of your property (including drive, shed, & any other improvements) with proposed fence location and pictures or drawings of fence design is required.

Type & Materials of Fence: \_\_\_\_\_

(Hidden Creek Estates may only be ornamental on golf course lots.)

Pool Improvements: (All enclosures must meet SRC ordinances and setbacks as well as HBTS)

A layout/plot plan of your property with a drawing or a picture showing the proposed pool (and enclosure if applicable) and its location and setbacks is required.

Type and Materials of Pool: \_\_\_\_\_

Type and Materials of Enclosure: \_\_\_\_\_ Color: \_\_\_\_\_

Dimensions of Pool: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_

**Improvements for ADA Accommodation:** A layout/plot plan of your property with a drawing or a picture showing the proposed improvement are required. Explanation of Improvements:

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**Shed/Garage Improvements:** Shed must be set a minimum of 10' from side property line and 5' (SRC) from rear property line. Must be tied down if more than 10' from main structure, and sheds or garages must not be designed for human habitation in accordance with Santa Rosa County Code. A layout/plot plan of your property with a drawing or a picture showing the proposed shed and its location and setbacks is required.

Type & Materials of Shed: \_\_\_\_\_ Roof: \_\_\_\_\_

Dimensions of Shed: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height (ground to roof peak): \_\_\_\_\_

Color of Shed and Roof: \_\_\_\_\_

**Other Improvements (specify):** \_\_\_\_\_

A layout/plot plan of your property with a drawing or a picture showing the proposed improvement and its location and setbacks is required.

Type and Materials of improvement: \_\_\_\_\_ Color: \_\_\_\_\_

Dimensions of improvement: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height or Depth: \_\_\_\_\_

- Driveways cannot be closer than 10' to side lot lines without a variance from the BOD.
- Alterations or changes in color/type of roofs require Architectural Committee approval
- Homeowner is responsible for containing storm water run off on the property and installation of proper equipment to drain water out to the culvert if applicable for this improvement.

**NO CONSTRUCTION IS PERMITTED UNTIL APPROVED AND PERMIT IS ISSUED.**

All applications that do not include all plans, materials, applications and other required items will be rejected by the Architectural Committee. Any changes to the approved application must be submitted to the Architectural Committee for approval. Rejected submissions must be resubmitted a minimum of 7 days in advance of the next meeting.

All improvements shall be completed in accordance with the submitted information and completed no more than 90 days from the starting date. Prior to construction the homeowner must be in possession of the HBTS permit.

An appointment for a Home Improvement Final Inspection must be made with a Holley By The Sea Architectural Office Staff Member within two (2) business days of completing the project.

***I, the undersigned, understand the rules and regulations of the Association concerning the Architectural requirements and agree to adhere to them.***

Owner Signature: \_\_\_\_\_

Builder Signature: \_\_\_\_\_

*Signature of Owner and Builder is required.*