

# PALM BAY ESTATES R.O. ASSOCIATION, INC.

Display this notice visibly to passersby at the front of the job site.

## ASSOCIATION-ISSUED EXTERIOR APPROVAL FORM

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

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

Contractor & Phone: \_\_\_\_\_

Purpose: \_\_\_\_\_

Notice: Any damage by owner or owner's contractor done to park property or neighboring property will be the responsibility of the owner. If owner cannot make adequate repairs, park employee will make the repairs and owner will be billed for time and materials. Repairs to driveways (asphalt, gravel, and concrete) are the responsibility of the owner. If the Post Office requires a street mailbox, submit drawing of type and shape you wish to install.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Required for PBE:

- Current Certificate of Insurance from Contractor, Naming PBE as Certificate Holder
- Neighbor's Abutter Form
- City of Palm Bay Building Permit – (should you choose to bypass getting a City Permit where it should be required, Palm Bay Estates RO Association will be released from all liability and the resident will be responsible for all fines and consequences)
- Copy of Plans and Statement of Purpose
- \$1,000 Deposit for all Homes Coming in and Going Out
- Site Use Agreement signed by Owner and Board
- Irrigation – Any changes or upgrades MUST be approved. See procedures

### Authorized Board Signatures:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**\*\*\*Permit is good for 6 months from date of authorization \*\*\***

**(Extension may be Requested)**

**CALL OFFICE FOR FINAL INSPECTION. Date: \_\_\_\_\_**

Upon completion of the work and after the City of Palm Bay has completed their final inspection on \_\_\_\_\_, 20\_\_\_\_, **two** Palm Bay Estates Board members inspected the home, the landscape, and the removal of all debris, finding all areas to be acceptable in accordance with the Community.

Signature of Authorized Agents: \_\_\_\_\_

**A Building Permit must be issued by the Association before work begins.**

## **BUILDING PERMIT PROCEDURE**

1. FILL OUT TOP PART OF PERMIT WITH DETAILED DRAWING OR DESCRIPTION OF WORK TO BE DONE AND GIVE TO OFFICE. STATE THE FOLLOWING:

- A. Your street address and lot number.
- B. Approximate size of lot.
- C. Mobile home dimensions.
- D. Exact position of the addition, shed, driveway, porch, etc., with all measurements.
- E. Distance from neighbors' homes.
- F. For pre-built items like sheds, provide a picture or brochure.
- G. If painting, include a paint chip of each color.
- H. SPRINKLERS or revisions to the sprinkler system must be approved. Only six (6) heads per zone are allowed, and only one (1) zone must be on at any given time. Your pipes cannot be tied into the main water line, and all "taps" must be approved BEFORE the work is started. All irrigation systems MUST have a manual shut-off valve in case of leaking.
- I. ANY DIGGING around your home or in common areas MUST be approved, and technically, the utility companies must be called to mark their lines.

2. THE ARCHITECTURAL REVIEW COMMITTEE WILL VISIT AND INSPECT THE SITE TO MAKE SURE THAT THE PROJECT MEETS PBE RULES AND REGULATIONS AND THE OCCUPANCY AGREEMENT.

- A. It may be necessary to get your neighbors' approval for some projects.
- B. Many projects will require a Building Permit from the City of Palm Bay before the work can start. Compliance with the City building codes is the resident's responsibility. A copy of the code is in the office for your review.
- C. Please note that ALL contractors must be licensed and insured.

3. ALL WORK DONE MUST BE EXACTLY AS SHOWN ON THE DRAWING SUBMITTED, AS NO CHANGES ARE ALLOWED WITHOUT THE COMMITTEE'S APPROVAL. PLANS MUST BE ADHERED TO EXACTLY AS PROPOSED. AT COMPLETION, THE ARB CHAIRMAN WILL CHECK TO SEE THAT EVERYTHING IS DONE AS PROPOSED. IF THIS IS NOT ADHERED TO, YOU MAY BE REQUIRED TO RE-DO THE PROJECT AS ORIGINALLY APPROVED.

4. WHEN THE PROJECT IS COMPLETED, CALL THE OFFICE TO HAVE COMMITTEE MEMBERS DO A FINAL SIGN-OFF ON THE WORK DONE.