

**OAK HARBOR PROPERTY OWNERS' ASSOCIATION, INC.
AND SUB-ASSOCIATIONS'
ARCHITECTURAL REVIEW COMMITTEES**

Application for Approval - Miscellaneous Projects / Modification(s) Residential Properties

This form can be electronically completed, signed and emailed to the email address listed below or it can be printed out, completed, signed and mailed to the post office box address listed below. Printed and signed forms must be submitted in PDF format. Building plans / construction drawings, a picture or sketch of the construction / work / improvement and the deposit amount detailed below must be submitted to Community Management, LLC ["CMGT"] with the application. The drawing/diagram must be to scale on the plat map of your lot. Please be as detailed as possible on the plat map plans...the more information and detail submitted, the quicker the application can be submitted to the Architectural Review Committee. If assistance is needed, please don't hesitate to contact CMGT. In the event all necessary documentation, deposit and /or fees are not received by the 15th day of the review process, or the owner has not requested an extension by the 15th day of the review process, then Management Company will notify the owner that their application is denied.

Completed forms received by CMGT will be sent to the owner's association's / sub-association's Architectural Review Committee for review. Once a decision is made, that information will be relayed to the owner as soon as possible.

Applications are not required for "like for like" projects where the same project or item is being repaired or replaced for Miscellaneous Projects or Modifications of Residential Properties. This does not apply to projects for replacement of pools / spas, bulkheads, docks or boathouses. A submission by email must still be made with a description of the like for like project or item and documents / photos to support this submission. The ARC will notify the owner that an application is required if it is determined that the project / items submitted are not "like for like".

Examples of Like-for-Like Repairs /Replacement are: the replacement of an item or unit (i.e., bush, tree, roof, fence, deck, landscaping, etc.) with one that is similar in design, function, use, color, and maintenance, whether or not it is from the same manufacturer / company, that requires no additional alteration or modification of existing finishes or fixtures to install and occupies the same or similar footprint. Examples include: 1) one or more boxwood plants being replaced with boxwood plants in same location; 2) roof shingles being replaced with same roof shingles, same design, same color; 2) a dead Pear tree being replaced with a new Pear tree in same location; 3) damaged fence being replaced with same fence material in same location.

Submit Completed Forms and Attachments via:

Mail: PO Box 1057
Denham Springs, LA 70727

Email: acc@cmgt.org

**A SET OF BUILDING PLANS/CONSTRUCTION DRAWINGS MUST BE SENT WITH
ALL REQUESTS REGARDLESS OF THE TYPE.**

Date _____

Owner's Name _____
Mailing Address _____
Association /Sub-association _____
Lot No. _____
Telephone Contact No. _____ <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home
Email Address: _____

I. REQUIRED INFORMATION / A. GENERAL NOTES:

1. Is the lot where the construction / work / improvement is proposed adjacent to (or touch) any association common area(s), such as lakes, ponds, greenspace, etc.? Yes No. If Yes what side(s) of the lot are adjacent to (or touch) any association common areas(s)? Please describe here and note this area on the plot plans, building plans.

2. Please review the provisions and requirements of the Restated Declaration of Covenants, Conditions and Restrictions, Oak Harbor Subdivision, the Supplementary Declaration[s] of Covenants, Conditions, and Restrictions for your property/subdivision and the attached Checklist before completing.

3. Include on this form a detailed description of the scope of this request and include specific dimensions. Attach building plans / construction drawings showing the location of the construction / work / improvement(s) proposed including in the backyard, side-yard, any improvements in the water [bulkheads, boathouse, docks], etc. Be specific, showing *to scale* the property line, building set back lines, easements, fences, sidewalks, patios, pools and neighboring lots and/or streets.

4. Please provide a description of the materials used, with specifications and manufacturer's information / numbers, where noted on this form. Also identify the specific colors used with manufacturer numbers, even if it is the same number[s] that exists now. Include specific measurements of materials. For Example: Fence Board: Slats 1' x 4" x 6'.

5. If painting, staining, or replacing exterior materials you *MUST* include paint/stain or material sample and brand/manufacturer with this form. Please give particular consideration to the color of the brick when making your paint selection.

6. *Two complete sets* of plans which include plot plans, building floor plans, complete building elevations, grading and improvement plans and specifications must be filed with this application. Samples of roofing material and exterior color samples must be submitted and approved before use. ***ADDITIONALLY, landscape plan (including hard-scape and soft-scape) with description, number and location of trees, plants, bushes, shrubbery or other landscaping / materials must be included with this submittal. Submit the deposit / fees along with your application.***

7. **For your protection, inquire with the proper authorities, either city or parish, state and federal, regarding permit requirements before starting any work on your property.** Projects involving new construction, additions, alterations, or any modifications to structural, electrical, heating, water, gas or sanitary plumbing systems will require a permit from the proper authorities. ***Please provide copies of all permits with your application, even if received after submission to the ARC.***

B. CONSTRUCTION / WORK / IMPROVEMENT:

Please complete for all that apply.

1. CHECK ONE

MISCELLANEOUS PROJECT(S)

MODIFICATION(S)

2. MISCELLANEOUS PROJECT / MODIFICATIONS REQUESTED (Include specific details for materials, colors, styles, etc.)

- () **FENCE[S]:** Specify materials, height, style and sketch to scale on copy of survey, use photos or drawings.
- () **PATIO / SCREENED PORCH:** Specify materials, height, style and sketch to scale on copy of survey, use photos or drawings.
- () **DECK[S]:** Specify materials, height, style and sketch to scale on copy of survey, use photos or drawings.
- () **HOT TUB[S]:** Specify materials, height, style, type, colors, manufacturer, and location on survey; use photos or drawings.
- () **GAZEBO[S]:** Specify materials, height, style and sketch to scale on copy of survey, use photos or drawings.
- () **SURFACES: WALKWAYS / SIDEWALKS / PATHWAYS / DRIVEWAYS:** Specify materials [brick, stone, concrete, or other], colors, finish [Concrete with broom, Concrete with Rock Salt, Concrete with Exposed Aggregate, Stamped Concrete, Tiles, Epoxy or Other Coating, Other], style, size and dimensions. Sketch to scale on copy of survey, use photos or drawings.
- () **LANDSCAPING:** Specify / describe number and location of trees, plants, bushes,

- () **(INCLUDING HARD-SCAPE AND SOFT-SCAPE)** shrubbery or other landscaping / materials, statuary, fountains, decorative structures, etc. to be depicted with photos, drawings, and location indicated on survey / plans.
- () **RECREATIONAL / SPORTS EQUIPMENT:** Specify type [ie: basketball goal, other goal, swing set, trampoline] manufacturer, type and location on survey.
- () **EXTERIOR WALLS:** Provide material, finish (paint, stucco, brick, siding, or other), type, manufacturer, and color(s). Submit sample(s).
- () **EXTERIOR PAINTING:** Provide paint manufacturer, type and color. Submit sample.
- () **EXTERIOR STAINING:** Provide paint manufacturer, type and color. Submit sample.
- () **ROOF:** Manufacturer, type and color.
Also Including:
Awnings, Gutters, Fireplace, including flumes and chimneys
- () **SCREENING & LATTICE:** Specify material, style, color, location & elevation.
- () **TREE REMOVAL:** Sketch the location of tree[s] to be removed on a copy of the survey.
- () **SATELLITE DISH:** Sketch location on a copy of the survey or drawing. Provide size and dimension.
- () **BULKHEAD REPAIRS: [EXCLUDES NEW CONSTRUCTION AND REPLACEMENT.]** **For Repairs to Existing Bulkheads:** Sketch location on a copy of the survey or drawing. Provide required information for materials, tiebacks, whalers, pilings [including length]. ***Must comply with the requirements and provisions of the Subdivision restrictions [Oak Harbor Restated Declaration and any Supplementary Declarations]. This form is not to be used for new bulkhead construction or for replacement of an existing bulkhead. The New Construction form must be submitted for these projects.***
- () **DOCKS / BOATHOUSES REPAIRS: [EXCLUDES NEW CONSTRUCTION AND REPLACEMENT.]** **For Repairs to Existing Docks / Boathouses:** Sketch location on a copy of the survey or drawing. Provide required information for materials, dimensions, length. ***Must comply with the requirements and provisions of the Subdivision restrictions [Oak Harbor Restated Declaration and any Supplementary Declarations]. This form is not to be used for new construction of docks / boathouses or for replacement of an existing dock or boathouse. The New Construction form must be submitted for these projects.***
- () **ACCESSORY ITEMS:**
Outdoor Air Conditioning Unit[s]
Outdoor Generators
Outdoor Pool Equipment
Mailbox
 Include location on plot plan, building plans also include screening information [location, colors and materials].
Placement / location of generator must be in accordance with Parish placement /location requirements, as well as manufacturers' placement/location requirements. Mailbox placement/location must be in accordance with regulations provided by the USPS.
- () **SOLAR COLLECTORS / PANELS:** Include location on plot plan, building plans. ***Must comply with Oak Harbor's solar collector /energy guidelines. Oak Harbor Solar Energy System Application must also be submitted.***
- () **OTHER:** Submit appropriate information and detailed description.

II. DESIGN / CONSTRUCTION INFORMATION:

Who will work on this construction / work / improvement?

Homeowner Contractor

Expected Start Date: _____ Expected Completion Date: _____

Contact Information:

Architect 's and /or Contractor's Name[s] _____

Address _____

Telephone No. _____ Email Address _____

Acknowledgement

I (we), the applicant(s) herein, certify and represent as follows:

1. I (we) are the legal owner(s) of the above described property.
2. The work, if approved, will be done promptly and properly by appropriately licensed contractors if necessary.
3. I (we) accept and acknowledge that the responsibility for maintaining, up keep, etc. of the improvement/change shall solely be mine (ours), successors, assigns and subsequent property owners.
4. All work and the consequences thereof are solely at our risk and expense. We understand and hold the association, board of directors, architectural review committees and Community Management harmless on account of any consequences resulting from this approval, if granted.
5. Certain changes may affect the site plan, final survey or Certificate of Occupancy at my (our) lot / unit and the Consequences thereof are solely at my (our) risk.
6. No representation by the association, board of directors, architectural review committees or Community Management, either expressed or implied, is assumed hereby.
7. I (we) will obtain all necessary permits from the parish, city, and/or state government office as required by law.
8. I (we), the owner, acknowledge that I (we) the owner are responsible for any damages to common areas and the amount of those damages, including costs of repair or replacement.

Encroachment On Servitudes Disclaimer

Construction within any servitude is done at the sole risk of the owner. It is your responsibility to determine if your proposed construction will in fact encroach upon a servitude (whether public or private) and whether you accept the potential of a public entity (or private owner) determining the construction needs to be moved at a later date. If it is determined that the construction creates an impediment to, or otherwise impacts, the public services as designed and shown on plans approved by any Parish/City/Public entity, or if it encroaches upon private land, then the construction must be remedied at the sole expense of the owner. Owner expressly acknowledges that neither the Developer, the HOA or any related entity or individual will be responsible for any damage or expense related to removal, repair or replacement.

I UNDERSTAND AND AGREE THAT NO WORK ON THIS CONSTRUCTION / IMPROVEMENT REQUEST SHALL COMMENCE UNTIL WRITTEN APPROVAL OF THE ARC HAS BEEN RECEIVED BY THE PROPERTY OWNER. I represent and warrant that the requested construction project strictly conforms to the Restated Declaration of Covenants, Conditions, Restrictions for Oak Harbor Subdivision and the Supplementary Declaration[s] of Covenants, Conditions, and Restrictions for my property [collectively the “Covenants, Conditions and Restrictions”]. I further understand and agree that as the property owner, I am responsible for complying with all city and/or parish building and zoning regulations and any state or federal regulations or requirements. **I FURTHER UNDERSTAND THAT I MAY BE SUBJECT TO A VIOLATION FINE FOR BEGINNING THE CONSTRUCTION PROJECT WITHOUT RECEIVING PRIOR WRITTEN APPROVAL FROM THE ARC.**

AMOUNT PAYABLE to OHPOA or Subsidiary Corporation: An Application Fee is not required to be sent with the application for all residential subdivisions in Oak Harbor. However, if a cost is incurred or required for a review of the application, for a report or as a requirement for review and approval, then the applicant must submit payment prior to review and approval. If you are unsure if any fee is required for this submittal, please contact the ARC for your subdivision, Community Management, or your subdivision Board of Directors. If an amount is required, please mail the check or checks to:

Community Management, LLC
P.O. Box 1057
Denham Springs, LA 70727

OWNER’S PREFERRED METHOD OF CONTACT / COMMUNICATION:

I /We, the undersigned owner[s], prefer to be contacted at my **[Check *Only One Please*]**:

Email Address

Telephone Contact Number

OWNER’S PREFERRED METHOD FOR RECEIPT OF APPROVAL LETTER[S] OR OTHER WRITTEN LETTERS / DOCUMENTATION:

NOTE: APPROVAL LETTERS AND OTHER WRITTEN LETTERS / DOCUMENTATION ARE SENT TO THE OWNER[S] EMAIL ADDRESS UNLESS SPECIFICALLY REQUESTED BELOW.

I /We, the undersigned owner[s], request that any approval letter[s] or other written letters/documentation be mailed to me by United States mail to my Mailing Address.

I (we) have read and agree to all of the conditions listed above, and I (we) agree to abide by the decisions of the Architectural Review Committee.

Signature of Owner(s) _____ Date _____

or Owner(s) Agent _____ Date _____

Received, stamped and logged in by: _____ on _____.

TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE (or BOARD)

Owner's Name _____
Address _____ _____
Association /Sub -association _____
Lot No. _____
Contact No. _____ <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home
Email Address: _____

DATE RECEIVED BY ARC: _____

DATE REVIEWED BY ARC: _____

Committee Action:

- _____ Approved as Submitted
- _____ Conditionally Approved
- _____ Disapproved
- _____ Deferred Until _____
- _____ Withdrawn
- _____ Returned for insufficient information

Comments or contingencies from ARC:

ARC Signatures:

_____ Date: _____

_____ Date: _____

_____ Date: _____