

**Springhill Property Owners Association**  
**Application for Architectural and Landscape Committee Review**  
**Instructions**

1. **Preliminary submittal.** The Committee will, at the request of the applicant, review plans at a conceptual stage prior to a formal submission. This preliminary review will facilitate communications, define plan submission requirements, and expedite formal submission review.
2. **Information Required.** The information to be submitted to the Committee shall include but not be limited to the following:
  - A) Two copies of the application for plan approval signed by the owner.
  - B) For new construction, alterations or addition projects, two complete sets of floor plans and elevation drawings showing all views of the proposed improvements drawn to a scale. Plans shall be of sufficient detail and quality to determine the exact nature of the proposed project and the materials proposed to be used in the construction.
  - C) Two copies of a site plan drawn to scale and showing the following: address, lot and block number; property boundaries with bearings and distances; all building set back lines and easements; all existing structures, driveways and sidewalks; location of proposed project; and Scale and North arrow.
3. **Submittal Address.** Applications and required documents should be submitted to the Springhill Property Owners Association, P O Box 540051, Lake Worth, FL 33454-0051. Applications can also be delivered to the current chairman of the board.
4. **Approval/Disapproval.** Plans will be reviewed at the next scheduled meeting of the Committee after the submittal date. If a regular meeting is not scheduled for 30 days after the date the application is received, a special meeting will be called to review the plans. The applicant may attend the meeting at which the plans are reviewed to answer questions concerning the submittal. Adjacent property owners may also be notified of the meeting and may offer comments on the application. Within 30 days of the submittal date of the plan review the Committee will approve the application as submitted, approve the application with conditions, or deny approval. If approved with conditions, the applicant shall resubmit a plan that reflects the conditions and offer a binding agreement to abide by the conditions of approval. Upon receipt of the revised plans and agreement, the Committee will issue a final approval.
5. **Homeowners Association Dues.** The Committee will not consider an application for review if the Applicant is delinquent in paying past due Property Owners Association dues.
6. **Other Permit Requirements.** The applicant is advised that approval and permits from various agencies of Palm Beach County Government and others may also be required. Approval by the Architectural and Landscape Review Committee is conditional pending the applicant obtaining all required permits and approvals required by law.

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As stated in Paragraph V of the Springhill Subdivision Declaration of Covenants and Restrictions, no building, fence, wall, structure or other improvement shall be erected, placed, or altered on any lot until the construction plans and specifications shall have been approved in writing by the Property Owners Association.

Homeowner Information

Name

Phone Day

Night

Address

I would like to request approval for the following submission: (please describe in detail your proposal including size, materials, location, etc. Attach complete plans and specifications for any proposed construction. See instructions on reverse side.)

Estimated Start Date \_\_\_\_\_

Estimated Completion Date \_\_\_\_\_

By signing this application I/we hereby certify that the statements contained herein are correct and that I/we am/are the owner(s) of the property described. I/we hereby grant permission to the Property Owners Association Board of Directors or their designated agents to enter upon my/our property to examine the site conditions prior to approving this application and to inspect the work in progress during the construction phase.

Homeowner signatures

Date

Do not write in this box. For committee review only

Date application received

Approved as submitted

Conditional approval

Denied

Meeting Minutes

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\_\_\_\_\_  
Committee Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Secretary

\_\_\_\_\_  
Date