

CONQUISTADOR HOA (CHA) ARCHITECTURAL REVIEW APPLICATION

For Conquistador Homeowners' Association and Condominium Associations I-XII

1. General Information

Homeowner / Applicant Name: _____

Property Address (Address, Lot, Unit #): _____

Phone: _____ Email: _____

Is this a resubmittal? Yes ☐ No ☐

Is this an emergency requiring expedited handling? Yes ☐ No ☐

Project Type (check one):

☐ Addition to Property

☐ Replacement

☐ Repaint Same Color

☐ Other _____

2. Project Scope & Description

Approval is requested for the following modification(s) / alteration(s) / replacement(s).

The applicant shall obtain the necessary building permits from the Martin County Building

Department before the commencement of any permissible work. Items requiring building permits can be found at:

<https://www.martin.fl.us/martin-county-services/do-i-need-permit>

Please check all that apply:

☐ Addition/Alteration

☐ Color

☐ Decorative Shutters

☐ Driveway

☐ Exterior Door

☐ Fences

☐ Garage Door

☐ Garage Screen Door

☐ Generator

☐ Hurricane Shutters

☐ Lamp Post/Fixture

☐ Mailbox/Mailbox Post

☐ Paint

☐ Patio/Deck

☐ Pool/Spa Equipment

☐ Propane Tank

☐ Roof

☐ Screen Room/Enclosure

☐ Siding/Stucco

☐ Solar

☐ Walkway

☐ Water Features/Fountain

☐ Window Replacement

☐ Other _____

☐ Air Conditioner (condo only) *

***Architectural Control Board approval not required for condo AC replacement; however, proposal, condo Board approval, and vendor insurance documentation must be submitted along with ARC application before work can commence.**

Additional Notes: _____

Paint Specifications (if applicable):

***The CHA Colorbook which includes approved Sherwin Williams colors and CHA approved color palettes is available on the website and in the Clubhouse.**

House Color & Code / Manufacturer: _____

Trim Color & Code / Manufacturer: _____

Garage Door Color & Code / Manufacturer: _____

Front Door Color & Code / Manufacturer: _____

Other / Manufacturer: _____

☐ **Attach: Proposal (Required) & Project Drawings (If applicable)**

3. Insurance & Contractor/Sub-Contractor Requirements (Attach with Application)

***Sub-contractors of contractors are required to provide the same insurance documentation as contractors. It is the responsibility of the applicant to inform their contractor of this requirement.**

☐ Current Liability Insurance Certificate (**Must name Conquistador HOA and applicable Condo Association as additionally insured**)

☐ Current Workman's Compensation Certificate or Exemption Certificate

☐ Contractor's W-9 (condo projects only)

5. Timeline of Project

Anticipated Start Date: _____

Anticipated Completion Date: _____

6. Conditions of Approval

By signing this Application, the applicant acknowledges that approval by the Architectural Control Board is subject to the following:

1. The applicant agrees that no work shall commence prior to receiving written approval by the Architectural Control Board.
2. The applicant shall comply with all provisions of the Conquistador Homeowners' Association and Condominiums I-XII Associations governing documents including but not limited to the Architectural Review Guidelines, Declarations of Covenants and Restrictions, and Rules & Regulations.
3. The activities associated with this application shall not infringe on the property rights of others and shall take place **Monday – Friday 8 AM – 5 PM and Saturday 9AM – 3PM.**
4. Access to the area(s) of construction shall be allowed through the applicants' property. If access to a neighboring property is required, the applicant shall receive written permission from neighboring property owner. The applicant shall be responsible for any damage caused during the project to neighboring properties or common areas.
5. The applicant agrees not to deviate from the intent or substance of the approved Application. Should a deviation occur, the applicant agrees to rectify, at their expense, the deviation upon notification from the Architectural Control Board.
6. Remodeling debris, including, but not limited to cabinets, doors, rugs, appliances, or other large

materials, must be disposed of privately by the owner at his/her expense through a private refuse company or by the contractor performing the work. If a dumpster is required for your project to dispose of debris, it is requested that the dumpster be onsite for no more than 15 days, unless written permission is granted by CHA management.

7. Signatures

Homeowner / Applicant Signature: _____ Date: _____

Condo Board Representative Signature: _____ Date: _____
(Required for condo applications)

For HOA Use Only

Date Received by ARC: _____

ARC Recommendation: ☐ Recommended

 ☐ Recommended w/ Conditions

 ☐ Not Recommended

ARC Reviewer Signature/Date: _____

Date Received by ACB: _____

ACB Decision: ☐ Approved

 ☐ Approved w/ Conditions

 ☐ Disapproved

ACB Reviewer Signature/Date: _____