



REGIME EXTERIOR CONSTRUCTION APPLICATION FORM

To ensure coordination, covenant compliance, safety, and community awareness, and in accordance with the 1981 Multi Family Covenants, Section 3-1, all regimes within Palmetto Dunes must receive approval from the POA's Architectural Review Board PRIOR to any exterior construction, repair, renovation, or alteration work occurring on regime buildings or common elements. This includes—but is not limited to—roofing, siding, painting, balcony or stair repairs, window/door replacement, structural work, mechanical equipment replacement, landscaping/hardscape changes, or any activity involving contractors on-site.

Must be submitted by the Regime, condominium association, or its authorized representative. All multi-family exterior activity must be **classified under the PDPOA ARB Application & Permitting Tiers** prior to work commencing to determine if an ARB application is required.

Application must be submitted a minimum of 15 business days prior to the start of work unless an emergency exists. PDPOA ARB Department via email to ARB@PDPOA.ORG

SECTION 1 — REGIME INFORMATION

Regime Name: _____

Regime Manager/Management Company: _____

Manager Contact Email: _____

Manager Phone Number: _____

SECTION 2 — PROJECT DETAILS

A. Type of Exterior Work (check all that apply):

- Roofing replacement or repair
- Siding replacement/repair
- Exterior painting or coatings
- Balcony, deck, railing, or staircase work
- Window or door replacement
- Retaining wall, foundation or structural repair
- Fencing installation or replacement
- Storm drain repair or upgrades
- Hardscape or landscape alterations (including tree removal)
- Paving, asphalt repair, or concrete work
- Bulkhead or Dock Work
- Pool Replaster or Tile work
- Other (describe): _____



PALMETTO DUNES

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

B. Project Tiers

ARB projects are reviewed using a tiered system, which aligns the level of review with the scope and impact of the proposed work.

Tier 0 projects are considered maintenance and do not require ARB application or any fees; however a Work Notification Form is required.

Tier 1–4 projects range from minor exterior changes to major construction or site work. A completed tier application is required.

TIER	REVIEW FEE	DAMAGE DEPOSIT
Tier 0	\$0	\$0
Tier 1	\$50	\$0
Tier 2	\$100	\$500
Tier 3	\$300	\$1,000
Tier 4	\$975 - \$1,625	\$2,000 - \$10,000

C. Project Description

Provide a concise summary of the work, location(s), and scope:

D. Contractor Information

Primary Contractor: _____

Phone: _____ Email: _____

Business License #: _____

Proof of Insurance Attached: Yes No

SECTION 3 — PROJECT SCHEDULE

Estimated Start Date: _____

Estimated Completion Date: _____

Will heavy equipment be on-site? Yes No

If yes, type(s): _____

Will parking or access areas be temporarily impacted? Yes No

If yes, describe: _____

Noise-generating work planned? Yes No

If yes, expected times: _____



SECTION 4 — REQUIRED COMPLIANCE CHECKS

The regime manager affirms the following:

- The work complies with PDPOA covenants and ARB standards.
- ARB permit has been obtained if required for this type of work.**
- ARB Approval #:** _____ **Tier Type:** _____
- Contractors will follow PDPOA access rules, parking rules, and safety protocols.
- All debris will be contained and removed in accordance with POA guidelines.
- Any damage to POA-owned property or rights-of-way will be reported immediately.
- Emergency contact for the project has been designated below.

Emergency Contact Name: _____

Phone: _____

SECTION 5 — REGIME MANAGER CERTIFICATION

I certify that the information provided is accurate, that the regime will comply with all PDPOA standards and procedures, and that all contractors performing work within the community will meet PDPOA requirements at all times.

Regime Manager Name: _____

Signature: _____ Date: _____

SECTION 6 — POA USE ONLY (Internal)

Date Received: _____

ARB Review Required: Yes No

Project Approved By: _____ **Date:** _____

SECTION 6 – ENFORCEMENT FOR NON-COMPLIANCE

A. Failure to Notify the POA Prior to Exterior Work

If a regime fails to notify the POA before beginning exterior construction:

- Immediate Stop-Work Notice may be issued until required documentation is provided.
- Contractor access may be suspended until compliance is achieved.
- The regime may be subject to administrative fines as authorized by POA policy.

The regime may be charged for:

- Any damages to POA property caused by the activity
- Additional patrol or monitoring costs required due to unreported work
- Rapid response or cleanup associated with the unapproved activity



MATERIALS LISTING SHEET

COMPLIANCE DEPOSIT: When final ARB approval has been granted, a **refundable Compliance Deposit must be received in the ARB Office before any ARB permits are issued.**

EXTERIOR MATERIALS & COLORS - ARB WRITTEN APPROVAL REQUIRED PRIOR TO INSTALLATION OR APPLICATION. FINAL APPROVAL WILL NOT OCCUR UNTIL THE COLOR BOARD IS REVIEWED ON SITE AND APPROVAL IS GRANTED BY THE ARB.

BE SPECIFIC. Show manufacturer or brand name and number in the description column. Furnish cut sheets for applicable items. A color board using white hard board is required. "Chips" of all key materials and colors are to be adhered to the board and clearly labeled. Furthermore, a digital color rendering is required during the review process showing all four sides of the home with its finished material/color displayed.

	<u>MATERIAL</u>	<u>COLOR</u>	<u>DESCRIPTION/MANUFACTURER</u>
Siding (wood)			
Siding (masonry)			
Foundation			
Roof			
Fascia			
Trim			
Shutters			
Front Door			
Exterior Doors			
Garage Doors			
Windows			
Chimney			
Decks/Porches/Rails			
Driveway-Paving			
Walks-Paving			
Pool Plaster			
Pool Tile			
Pool Deck			
Dock			
Exterior Light Fixtures			
Other			

PHOTOGRAPHS – Provide electronic photos of the existing property as well as front and rear of

Palmetto Dunes POA - ARB Application & Permitting Tiers

TIER 0			
NO APPLICATION, FEES OR APPROVAL NEEDED - NOTIFICATION FORM IS REQUIRED			
Activity *including but not limited to	Fee	Deposit	Considerations
Tree Trimming (less than 20% of canopy or palm tree)			less than 20% of canopy or any palm tree
Replace doors, skylights or windows with same type			must be same exterior look
Replace light fixture with same type			must be same exterior look
Service yard repair			No change in color/materials
Replace landscaping with with no change in footprint			must maintain screening requirements
Roof repair or Replacement			No change in color/materials
Driveway minor repair			Not a full replacement or change in material/color
Gutter Replacment			must be same exterior look
Painting/Staining with existing colors			No change in color/materials
Stucco or Siding repair or replacement			No change in color/materials
Minor Patio and Deck Repair			No change in color/materials
Pool Maintenance (re-plaster, re-tile)			No change in footprint or mechanical
Railing Repair or replacment			No change in color/materials
Single Family Mailbox Replacement **			PDPOA required standard type **
Interior renovation with no dumpster or portable toilet			
TIER 1			
Minor Enhancement, Repair or Replacement NOT changing the footprint that are reviewed by Management			
Activity *including but not limited to	Fee	Deposit	Considerations
Dumpster and/or Portable toilet	\$50		Proposed location to be provided
Tree Trimming (greater than 20% of canopy)			Arborist statement
Tree Removal			Reason for removal and Town Permit
Railing Replacement Material Change (no footprint change)			Change in materials/color only
Painting/Siding/Stucco color CHANGE with approved colors			Color sample required (no material change)
Approved Property Signage **			Purchased through and installed by PDPOA **
Exterior Lights (Change or Addition)			Details required
Window/Door/Skylight Replacements with different type			Details required

TIER 2
Moderate Enhancement, Repair or Replacement NOT changing the footprint that are reviewed by Management

Activity *including but not limited to	Fee	Deposit	Considerations
Roof Replacement CHANGE materials and/or color	\$100	\$500	Materials and colors must be provided
Painting/Siding/Stucco material CHANGE			Material & Color samples required
Bulkhead or Dock Repair			Town and OCRM permits required
Lot Clearing			Town and/or OCRM permits required
Patio Deck major repair (no footprint change)			May include change in materials/color
Pool Deck major repair (no footprint change)			May include change in materials/color
Pool Fence addition			Materials and specifications
Railing System Addition			Addition to existing railing
Driveway Full Replacement (no footprint change)			May include change in materials/color
New Gutter installation			Change in materials/color or addition
Solar Panels			Location to be provided
Service Yard Replacement (no footprint change)			Change in materials/color only
Walkway Replacement (no footprint change)			Change in materials/color only

TIER 3
Property Modifications impacting footprint that are reviewed by the ARB

Activity	Fee	Deposit	Considerations
Pool Deck or Patio Addition or Expansion	\$300	\$1,000	Change in footprint (impervious calculation)
Synthetic Turf installation			Landscape plan & sample required
Beachwalk addition			Variance required
New Bulkhead and/or Dock			Town and OCRM permits required
New Outdoor Kitchen			Change in footprint (impervious calculation)
Driveway Footprint Change			Change in footprint (impervious calculation)
Walkway Replacement with footprint change			Change in footprint (impervious calculation)
Landscape footprint change (more than 50% of a lot)			Landscape plan required
Retaining Wall Addition			Town permits required
Service Yard Addition			Change in footprint (impervious calculation)
Demolition			Town permits required

TIER 4

Major Modifications, New Build or Re-Build that are reviewed by the ARB - All require Architect Review

Activity	Fee	Deposit	Considerations
New Home Construction or re-build	\$325*	\$10,000	Five processes fee = \$1,625
Major Renovations and Additions Affecting Exterior	\$325*	\$2,000	Five processes fee = \$1,625
New Accessory Structure	\$325*	\$5,000	Five processes fee = \$1,625
Pool and/or Spa Addition	\$325*	\$2,000	Five processes fee = \$1,625

*** per process fee is a fee charged per process involved in your review.**

Example - administrative fee covers the optional consult, architect review, ARB initial and final reviews, and one change request

This is a 5 step process = \$1,625. Any additional processes - Change in Plan, would incur additional processes and additional process fees.

**** Mailbox replacement & Property Signage - must be purchased through the POA.**