

**Cottages on the Greene
Property Owners Association
Architectural Review Request and Approval
(Revised 2-20-18)**

Owner Info: _____

Address: _____

Owner Email: _____

Tel#: _____ **Cell#:** _____

Lot # & Address: _____

Requested Start Date: _____

Estimated Completion Date: _____

Plans Attached:

_____ **House Plans (24"x36" size, including elevations, measurements, finishes & house placement).**

_____ **External colors (must be submitted for approval prior to painting).**

_____ **Landscape design (must be submitted for approval prior to obtaining CO).**

_____ **Other (i.e. fence, dog house, etc):** _____

Approval Info:

- The Cottages on the Greene Property Owners Association controls the approval of construction on all lots within its boundaries.
- Approvals are required of any plans for construction, lot modification, and additions to existing property prior to the start of any work.
- Owner must comply with the Declarations, By Laws, and any Rules and Regulations as provided by the Board and Architectural Committee.
- Approval of this form by the POA President, or assignee, constitutes acceptance of the owner's submitted plans and authorizes the owner to proceed.
- Notification must be provided the Architectural Review Board (ARB) of any changes in the information provided for initial review.
- It is the owner's responsibility to comply with all county and state regulations including appropriate fire codes.

Your plan request should be submitted either to:

Cottages on the Greene Property Owners Association
PO Box 4323
Gulf Shores, Alabama 36547
OR
The Chairperson of the Architectural Review Board

Direct your inquiries to the ARB Chairperson and please provide a contact telephone number and email to facilitate timely response. Allow 30 days for acknowledgement and interaction from the review committee.

Owner's Initials: _____

(Construction info and owner's signature on page 2)

**Cottages on the Greene
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Construction Info:

Contractor Company: _____

Contractor's name: _____

Contractor's Email: _____ **Tel#:** _____

- The owner will be responsible for notifying contractors and workers of their responsibility for conduct, site order, and cleanliness. (Shirts are required at all times.)
- Contractors will be responsible for the security of supplies and equipment left on the construction site.
- Debris left to accumulate and become a nuisance for neighbors is not allowed. Daily Clean-up of lot required.
- All workers must keep their vehicles managed, deliveries controlled, debris cleared and ROW's or easements unobstructed.
- Damage to neighboring lots must be repaired immediately.
- Concrete providers will not clean their equipment on POA common property, or neighboring lots.
- All pets must be on a leash and under control.
- Contractors must be notified not to start their activities before 7am on weekdays and 8am on Saturday. Work should stop by 6pm. No Sunday work will be allowed.
- Set back requirements will be verified with the City to insure they are correct.
- Construction must be completed in one year from start. Any requests for extension must be made to the ARB at least 30 days prior to the end of the one year.
- Arrangements for your portable toilet and dumpster must be as soon as work schedules are arranged.

Community Roadways:

- Our Association is responsible for sidewalks, roads, and asphalt maintenance.
- Heavy equipment should not be allowed to abuse the sidewalks and road surfaces. Normal protective measures should be applied.
- Damages to the surface must be reported to the Association and quickly repaired.
- The Association may periodically inspect the site to insure compliance. By working with this approach we can avoid typical frustrations.

Signed: _____ **Date:** _____
Contractor

Signed: _____ **Date:** _____
Owner

Signed: _____ **Date:** _____
Cottages on the Greene POA/ARB Representative

ARB Form – Revised 2/20/18