

# LIBERTY BAY

## ARC Guidelines

PROJECT	DOCUMENTS NEEDED
<b>Hurricane Shutters</b>	<ul style="list-style-type: none"> <li>❖ ARC Form</li> <li>❖ Contractors Business License</li> <li>❖ Contractors Certificate of Insurance **</li> <li>❖ Survey/Plot Plan where shutters will be installed</li> <li>❖ The color must be WHITE</li> <li>❖ PERMIT</li> </ul>
<b>Landscaping (Addition, Removal or Relocation))</b>	<ul style="list-style-type: none"> <li>❖ ARC Form</li> <li>❖ Contractors Business License</li> <li>❖ Contractors Certificate of Insurance **</li> <li>❖ Drawing/Plan where the tree will be added or installed</li> <li>❖ Picture of the tree, picture of proposed tree &amp; location - HARDWOOD ONLY</li> <li>❖ PERMIT</li> </ul>
<b>Painting/Siding</b>	<ul style="list-style-type: none"> <li>❖ ARC FORM</li> <li>❖ Contractors Business License</li> <li>❖ Contractors Certificate of Insurance **</li> <li>❖ APPROVED COLORS</li> </ul>
<b>Pavers/Driveway</b>	<ul style="list-style-type: none"> <li>❖ ARC FORM</li> <li>❖ Contractors Business License</li> <li>❖ Contractors Certificate of Insurance **</li> <li>❖ Survey/Picture of where the pavers will be installed</li> <li>❖ PERMIT</li> </ul>
<b>Screen (Patos/Fences/Enclosures)</b>	<ul style="list-style-type: none"> <li>❖ ARC FORM</li> <li>❖ Contractors Business License</li> <li>❖ Contractors Certificate of Insurance **</li> <li>❖ Survey/Plot Plan of area to be erected/changed</li> <li>❖ Picture of the location currently</li> <li>❖ PERMIT</li> </ul>
<b>Roof</b>	<ul style="list-style-type: none"> <li>❖ ARC Form</li> <li>❖ Contractors Business License</li> <li>❖ Contractors Certificate of Insurance **</li> <li>❖ Roof style: Estate Delcrest Tan- White Antique formally known as Coquina White Antique - Boral <b>**PERMIT**</b></li> </ul>
<b>Windows/Doors</b>	<ul style="list-style-type: none"> <li>❖ ARC FORM</li> <li>❖ Contractors Business License</li> <li>❖ Contractors Certificate of Insurance **</li> <li>❖ If replacing must be the same design for windows/doors must be white</li> <li>❖ PERMIT</li> </ul>
<b>Window Tint/Interlay</b>	<ul style="list-style-type: none"> <li>❖ ARC FORM</li> <li>❖ Contractors Business License</li> <li>❖ Contractors Certificate of Insurance **</li> <li>❖ Tint style: 340 Hurricane Impact and Solar Low E 366 NEAT</li> </ul>
<b>Additional Info</b>	<p>PERMIT REQUIRED: Anything poured, attached to the home, electrical, windows, shutters, awnings, pavers, screen enclosures.</p> <p>ARC REQUIRED: Any modification to the exterior of the home. (garage remains white, roof tiles remain the same)</p>

\*\* Certificate of Insurance must name Liberty Bay as additionally insured:

**Liberty Bay HOA**  
**3400 Celebration Blvd**  
**West Palm Beach, FL 33411**

# LIBERTY BAY COMMUNITY ASSOCIATION, INC.

## APPLICATION FOR ARCHITECTURE MODIFICATION

### INSTRUCTIONS:

Please use this form to submit plans to the Liberty Bay Board of Directors for any project that will affect ANY EXTERIOR APPEARANCE OF YOUR PROPERTY. Please include a detailed description of materials, location, dimension, survey, plot plans, building elevations, drawings, landscape drawings, building permits, pictures and or material samples, etc.

**Alterations include but not limited to replacement of doors, windows, roof, screen (patios/ fences/ enclosures), installation of window tint, alterations or replacement of driveway/pavers, installation of hurricane shutters, painting, landscaping changes including removal of the tree(s), etc.**

**Allow up to thirty (30) days for processing and response from date of submission**

**WRITTEN APPROVALS ARE MANDATORY FOR ALL PROJECTS**

**All approvals are good through 6 months of the approval date.**

***Any questions, please contact management at [Amanda@iberopropertymgmt.com](mailto:Amanda@iberopropertymgmt.com)***

Owner(please print): \_\_\_\_\_ Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Project Description (Attach additional pages in necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor's Name: \_\_\_\_\_ License #: \_\_\_\_\_

Home Owner is responsible for obtaining the following:

- Any necessary permits by the City of West Palm Beach or Palm Beach County
- Contractor's Certificate of Liability Insurance (\$1,000,000.00 per occurrence required)
- Workman's Compensation Insurance Certificate

***Liberty Bay Homeowners Association MUST be named as an additional insured on the contractor's certificate of insurance***

### OFFICIAL USE ONLY

ARCHITECTURAL APPLICATION FOR MODIFICATION HAS BEEN:

APPROVED

DENIED Reason: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_