

Address: _____

Project: _____

Application Received: _____



ACC
(Architectural Control Committee)
PROJECT APPLICATION
FORMS

Updated September 4, 2025
(Replaces all previous ACC Application Forms)

Management Office Contact: Office: 561-792-8288



Andros Isle
Architectural Control Project
Application Information

The primary scope of the ACC is consideration of the overall proposed design plan, consistency of aesthetic appearance and standards within Andros Isle.

Homeowners are required to follow all governmental regulations, ordinances, rules, etc., as they relate to deed restrictions, right-of-way easements, building codes, utilities, permits, etc. and are solely responsible for obtaining any construction permits or site preparation underground markers prior to project commencement. ACC approval is not to be construed as the authority of approval for any other agencies. Permits are required for most property alterations.

The ACC does NOT review or assume any responsibility for the following:

- The structural adequacy, capacity, safety features, electrical, mechanical, or any technical design of the proposed construction, alteration, or addition
- Whether the location is free from possible hazards, including but not limited to, easement areas, underground utilities, soil conditions, water drainage.
- Performance, workmanship, or quality of work of any contractor or other person hired by the homeowner.

Submitting A Project Application

Applications must be submitted to the Property Manager's Office.

Applicants are encouraged to attend the ACC meeting when their application is being reviewed.

NO PROJECT MAY BE STARTED UNTIL THE ACC HAS GIVEN WRITTEN APPROVAL

Project Applications submitted without the required documentation will not go to ACC for review until the required documentation has been submitted, which may delay the review of your application and the ability to start your desired project. If necessary, the ACC may request additional information and may delay the review pending receipt of such information.

Initial Approval of the Project Application

Project Applications must be submitted to the Property Manager's Office for review by the ACC. Projects may not be started until the application has been approved by the ACC and the applicant has been notified in writing. Notify the Management Office of the start date.

Final Inspection - Approval of Project Completion

Notify the Management Office of the completion date. When the approved project is completed, the ACC will conduct a Final Inspection. If the project was completed satisfactorily, the project will have been approved in full. A representative of the ACC and/or Management Office have express permission to enter onto the applicant's property for site inspection at any time prior to or during project construction. If at any time the project is not being installed as approved, the ACC may require that the work be halted until the issue is resolved. The homeowner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced and completed within 180 days of approval, or another timeframe authorized by the ACC.

Extensions: Reasonable extensions to complete an approved project may be granted at the discretion of the ACC. Changes to the original ACC approved project will only be considered by the ACC upon submission of a written request explaining the reason needed for an extension and approximate length of time needed for completion.



Architectural Review Committee (ACC) Application

Print Owner Name(s): _____ Date: _____

Property Address: _____

Contact Number: _____ Email: _____

REFERENCE TO THE ACC GUIDELINES FOR ADDITIONAL REQUIREMENTS OR RESTRICTIONS OF EACH PROJECT TYPE

SELECT TYPE OF PROPOSED CHANGE [Use a separate application for each different project item]

- Landscaping (Include description of all components, such as plants, ground cover, edging)
- Roof (See Management Office for pre-approved tile selections).
- Gutters: Note: If gutters are replaced with the roof, a separate application is required.
- Windows (Windows with grids need to be replaced with grids and same direction opening)
- Doors: (paint must match trim) Front Rear/Utility Garage
- Shutters (Show diagram where shutters will be installed)
- Driveway/Walkways (Describe pavers, patterns, colors)
- Screen Enclosure: Front Rear (Describe frame features and screen sample)
- Lighting: Coach Lights Landscape Lights Security Lights
- Other Project Type: (Description): _____
- TREES: (See Tree Application) The Management Office has a list of POA Preferred Trees

Documents Required with Application + \$ 25.00 Application Fee

Failure to provide the required documents may delay the review of your application by the ACC.

- Photo** of current project area proposing to be changed.
- Lot Survey** required for all projects. (Mark exact location of the project alterations/additions on survey)
- Drawing/Photo** illustrating identity and size of project (Examples: Lights, Doors, Pools, Walls, Fences, etc.)
- Description** of project details, including type, location, height, size, color, and surrounding features.
- Contractors' Proposal** to include full details of scope of work.
- Contractors' Liability and Workers' Comp** insurance information naming **Andros Isle, 2400 Victoria Point, West Palm Beach, 33411**, as the certificate holder.
- NOA (Notice of Acceptance)**, (Example of projects: Roof, Windows, Shutters, Doors, Garage Doors)
- Contractor's Occupational and/or Business License.**
- If **NOT** using a contractor, the Declaration Page of Owner's Insurance Policy must be included.
- Courtesy Notification copy** for any adjoining property owners of intended project (roof, fence, landscape).

<p>Project Permits: Applicants/Owners are responsible for obtaining required Governmental Agency permits. Contact the City of West Palm Beach Permit Department 561-805-6700 to determine if your project requires a permit.</p>

<p>Underground Utilities and Sprinkler Systems: Projects that require digging or other activity that could potentially damage or disrupt use of underground irrigation systems or utilities must be reviewed in advance by Association Management and/or an authorized representative. Residents must contact the utility agencies to schedule a site visit to have underground utilities located and clearly marked before any ground intrusion is done near a utility or irrigation system. Only the Association Irrigation Contractor may move, alter, or change the irrigation system features on any property. Owners may be liable for any damages, repairs or cost of interrupted services caused by damage to underground utility, irrigation, or water/sewer/gas lines.</p>



Homeowner Acknowledgement - Homeowner(s) Are Required to Sign

The homeowner(s) submitting this application acknowledge that they have read the ACC Application instructions and Guideline requirements and agree to abide by those applicable to their project.

The homeowner(s) further acknowledge and agree to the following:

Damages: Owner(s) are responsible for all damages and the cost of repair of all damages associated with this project that occur on the homeowner's lot, any neighboring lot, or common area property. The Association shall not be responsible for the cost of any project damage.

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

PROJECT DESCRIPTION AND REQUIRED ATTACHMENTS

List and describe in detail all proposed modifications, alterations, or additions included in the project.

EACH SEPARATE PROJECT FEATURE REQUIRES AN INDIVIDUAL DESCRIPTION PAGE

Attach photographs, drawings, brochures, etc. that identify the project specifications with as much descriptive detail as possible – use additional sheets as necessary.

Attach additional pages as needed for different project features: For example, a large landscape bed or yard project might include multiple features such as: Multiple types of plantings, Border edging, Ground cover of mulch and/or stone (size/color), Hardscape features added (fountain, pots, statues, or other decorative features)

Project anticipated start date: _____

Project anticipated completion date: _____



**Tree Project Application Only
Architectural Review Committee (ACC)**

Print Owner Name(s): _____ **Date:** _____

Andros Isle Address: _____

Contact Number: _____ **Email:** _____

The Association does not permit removal of healthy trees. Extenuating circumstances and other methods of correction must be tried and found to be unsuccessful before any consideration will be given to the removal of a healthy tree (root barriers/root trimming). The ACC will evaluate requests for removal of a healthy tree and has the authority to approve or deny removal.

Existing diseased, dead, or trees damaged by lightning or storms should be treated or removed as soon as possible to avoid spreading to other trees.

NEW TREES: New trees should be verified as disease free before being transferred to property.

A Hardwood Tree must be replaced with a hardwood tree with a minimum of five and one-half feet (5 ½ ft.) of clear trunk measured from ground level to first branches at time of planting.

A Palm Tree must be replaced with a palm tree with a minimum of seven feet (7 ft.) of clear trunk measured from ground level to first fronds at time of planting.

Required With Tree Application - \$25.00 Application Fee

- A copy of the LOT SURVEY showing the exact location of existing tree(s) on the lot and proximity to the applicant dwelling, neighboring property line dwellings and the roadway, or sidewalk.
- Photos showing underground utility markers (gas, cable, electrical) and irrigation/water lines.
- Detailed description of exact type of new or replacement tree, including information such as: Tree species/name; maximum height/width of crown spread at maturity; NO fruit trees.
- Vendor/Contractor information and copy of contract, including removal and replacement of all trees and ground cover. Note: Exposed tree roots must be removed. Tree stumps must be ground below ground level and the bare spot covered with sod or other ACC approved ground cover.

All debris must be removed from site. Landscape beds, lawn grass/sod, and other ground cover must be restored to original condition if damaged during tree removal.

Anyone planning to do excavation work must “**Call Sunshine**” at **1-800-432-4770** or **DIAL 811** to schedule locations of underground utilities and prevent damages and costs causing by digging. Owners are financially responsible for all damages associated with their project installation.

HOA Sprinkler/Irrigation Systems: If it is necessary to locate or move irrigation lines or sprinkler heads for your architectural project, you must contact the Management Office to arrange for the Association Irrigation Contractor to visit your property to evaluate the need to relocate or turn off any irrigation lines or sprinkler heads for your project. The Owner may be required to pay for the repair or replacement of any irrigation lines or sprinkler heads damaged during construction of your project.


Andros *Isle*
Roof Replacement or Repairs:

Please select your neighborhood and select color chosen:

(See Management Office for pre-approved tile selections)

Crystal Cay: Color Selected: _____

Hammock Pointe: Color Selected: _____

Paradis Bay: Color Selected: _____

The Estates: Color Selected: _____

The Preserve: Color Selected: _____

Brittany bay: **Only Allowed (Estate-Bayside blend)**

Somerset: **Only Allowed (Boca Cream)**

Bay Colony: **Only Allowed (Boca Cream)**