GULF PINES HOMEOWNERS' ASSOCIATION ARCHITECTURAL REVIEW APPLICATION

Rev November 15, 2023

"No initial construction, or alteration to the exterior of any existing building of any type shall take place without the prior written approval of the Association"

Gulf Pines Deed Restrictions

This application will be reviewed for compliance with Gulf Pines Deed Restrictions, Guidelines and Standards per Florida Statute 720.3035.

Name_____ Date _____

Building Site _____

Mailing Address _____

Phone_____ email _____

Architect _____Phone_____

Contractor _____Phone_____

☐ Initial Construction ☐ Major Renovation ☐ Alteration to Exterior

Scope of Work _____

_____

_____

	Material	Color
☐ Siding		
☐ Trim		
☐ Deck		
☐ Railing		
☐ Roof		
☐ Windows		(frame)
☐ Other		

If changes or additions are made to your plans after the plan has been approved, submit a new ARF to Island Management as a change notice or addendum to the original application and wait for approval before beginning or continuing work.

Attach a copy of architectural plans, contractor proposal or other description of the renovation. Submit with this form to: Island Management, 711 Tarpon Bay Road, Sanibel, FL 33957, telephone 239 472 5020.

If a City of Sanibel building permit is required for external changes, always submit an Architectural Review Application.

Architectural Review Application Instructions

IMPORTANT. Please read the Gulf Pines Deed Restrictions (Section 2: Restrictions on Building and Section 3: Approval of Building Plans), and the Gulf Pines Guidelines and Standards. Your application will be reviewed for compliance with both the Deed Restrictions and the Guidelines and Standards per Florida Statute 720.3035. Also, refer to the Gulf Pines Vision Statement to understand our community's commitment to living in harmony with nature and with each other.

A. FOR HOME IMPROVEMENTS TO EXTERIOR, including replacing roofs, decks, windows, exterior doors, or garage doors; repainting siding and trim; or any other exterior remodeling or additions to existing structures.

Please include a description of your scope of work (a simple drawing may be required) and the changes to your building's appearance. Will these changes be visible to neighbors or passers-by?

If you choose a color other than pre-approved colors, please include the manufacturer and color name.

B. FOR ALL NEW STRUCTURES OR MAJOR REMODELING:

Please submit the following design proposals:

1. Scaled architectural plans with graphic scale, including roof plan and elevations. Include heights of floors and roof.
2. All exterior materials, including roofing, gutters, fascia, siding, trim, lattice, posts, stairs, railings and doors (including garage doors), chosen from the pre-approved color list or a proposed alternative color.
3. Scaled site plan of property with north arrow; showing location of house and driveway; location, size and quantity of existing vegetation to remain and to be relocated, particularly that which screens the house from view; location and complete description of all proposed site improvements.
4. Any plans for grading and drainage systems, or any other structures proposed.
5. Dimensions and square footage of the following, as defined in the Gulf Pines Deed Restrictions:

    a. living area, including screened porches covered by a roof which is an integral part of the roof line of the main dwelling _____

    b. garage and/or carport _____

    c. decks _____

    Total _____

6. Connections of all utilities such as water, electric, TV cable/satellite dish, air conditioning, and internet. We ask that you consult with the Architecture Committee before a satellite dish is installed. This will ensure that dish placement, while providing acceptable reception for you, will take into account the neighborhood aesthetic and the sight lines of close neighbors.
7. In the event the Board determines it necessary to consult an architect, it may help speed the approval process to include a check in the amount of $750 made out to Gulf Pines Property Owners Association. If you prefer not to send the check in advance, Island Management will notify you if a check is required. In either case, all unused money will be returned to you.

Please convey these documents with your application to Island Management.

Island Management will send the application and all exhibits to the Gulf Pines Board of Directors and all members of the Architecture Committee. The applicant will be notified by Island Management if any clarification or further information is required. When all necessary information has been received, Island Management will notify the applicant and the architectural review will begin. The Association will then have 30 days to respond with any objections.