



High Pines Homeowners' Subdivision Association, Inc.

P.O. Box 204 · Winter Beach, Florida 32971-0204

Architectural Review Committee

Scott Davis, Chair · scottedavis@mindspring.com

Architectural Review Application

Submit before any visible exterior work begins. Written approval is required.

Use this form for fences, walls, paint, roofs, driveways, walks, sheds, outbuildings, landscape or tree work, screen enclosures, and other changes visible from the street or a neighboring lot. Attach a sketch, site plan, or product sheet. Return the completed form by mail to the address above or by email to Scott Davis, Architectural Review Chair, at scottedavis@mindspring.com.

1. OWNER AND PROPERTY

Owner name(s) _____

Street address _____ Lot no. _____

Phone _____ Email _____

Mailing address _____

2. TYPE OF WORK (CHECK ALL THAT APPLY)

- | | |
|--|--|
| ☐ Fence or wall | ☐ Paint or exterior color |
| ☐ Roof | ☐ Driveway or walk |
| ☐ Shed or outbuilding | ☐ Landscape or trees |
| ☐ Screen enclosure | ☐ Other (describe below) |

3. DESCRIPTION OF THE WORK

State what will be built or changed, where it sits on the lot, dimensions, height, and how it will look from the street and neighboring lots.

4. MATERIALS, COLORS, AND CONTRACTOR

Materials _____

Colors / finish _____

Manufacturer / product _____

Contractor _____ License no. _____

Proposed start _____ Proposed completion _____



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5. ATTACHMENTS

Check what you are enclosing. A sketch or product sheet is required when the work changes the look of the lot.

- ☐ Sketch, site plan, or survey marking the location of the work
- ☐ Product sheet, color chip, or material sample
- ☐ Contractor proposal or scope of work
- ☐ County permit application or other agency paperwork (if already filed)
- ☐ Photograph of existing conditions

6. OWNER ACKNOWLEDGEMENT

1. I am the owner of record (or the authorized agent of the owner) of the lot described above.
2. I will not start work, and will not allow a contractor to mobilize, until I receive written approval from the Architectural Review Committee.
3. The work will match this application. Any change in materials, color, size, or location requires a new review.
4. I am responsible for permits, setbacks, easements, and other county or state requirements. Association approval is not a substitute for those.
5. I will keep the construction site reasonably clean and will restore common areas if they are disturbed.

Owner signature _____ Date _____

Print name _____

Co-owner signature _____ Date _____

7. COMMITTEE USE ONLY — DO NOT WRITE BELOW THIS LINE

The committee will complete this section.

Date received _____

Reviewed by _____

Decision date _____

Decision: ☐ Approved ☐ Approved with conditions ☐ Denied

Conditions or reasons:

Chair signature _____ Date _____

Printed name _____

Return to Scott Davis, Architectural Review Chair, at scottedavis@mindspring.com, or by mail to High Pines Homeowners' Subdivision Association, Inc., P.O. Box 204, Winter Beach, FL 32971-0204.