

# **GULF TO BAY HOME IMPROVEMENT REQUEST**

**THIS FORM MUST BE SUBMITTED NO LESS THAN 10 DAYS PRIOR TO THE NEXT BOARD MEETING**

**MEMBERS OF THE BOARD OR APPOINTEES** may at any time inspect the common land areas of the Park with regard to homes and/or building structures and other matters concerning the planned layout of the Park and where the safety to others is causing concern. **FOR OUR MUTUAL PROTECTION, PLEASE NOTIFY THE OFFICE OF ANY WORK TO BE DONE AT YOUR UNIT.**

1. Please complete the form, **attaching a detailed drawing** for your plan showing original configuration and requested change, with correct measurement in feet and inches of height-width-length.
2. Please return completed form and drawing to Gulf to Bay office.
3. Office manager will notify the board of your request.
4. All board members will participate in the review noting their approval/disapproval on the form.
5. You will be notified once a decision has been made.
6. It is YOUR responsibility to inform your Licensed contractor that all construction materials/rubbish must be removed from your property by them in a timely manner.

**APPROVAL, INCLUDING NECESSARY PERMITS, OF APPROPRIATE GOVERNMENTAL AGENCIES, (i.e., CITY, COUNTY, STATE, ETC.) IS REQUIRED. GULF TO BAY IS NOT IN A POSITION TO DETERMINE YOUR COMPLIANCE WITH THE COUNTY REQUIREMENTS, INCLUDING THE 50% DEMOLITION RULE.**

**You DO need an application/approval for:**

1. Sheds or storage containers
2. Remodeling or alterations to bldg. exterior
3. Decks
4. New roofs
5. A/C Unit
6. Driveways/walkways/pavers
7. Exterior windows or doors on lanai (addition of trailer)
8. Awnings and shutters
9. Trees and large shrubs (not flowers)

**You do not need to fill an application for:**

1. Any interior work
2. Painting of home or driveway in like color

# GULF TO BAY HOME IMPROVEMENT APPLICATION FORM

Note: All out-of-park contractors or handymen must be insured and must be licensed with Charlotte County Building Department

Address: \_\_\_\_\_ Owner(s): \_\_\_\_\_

Proposed work:

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## PLEASE READ ALL THE RULES AND PROCEDURES TO COMPLETE THE HOME IMPROVEMENT REQUEST

Drawings attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Who will perform the work?

Owner: \_\_\_\_\_

Licensed Contractor: \_\_\_\_\_

Other: \_\_\_\_\_

Approximate start date: \_\_\_\_\_

Signatures from adjacent neighbors:

_____	<input type="checkbox"/> approve	_____	<input type="checkbox"/> approve
	<input type="checkbox"/> disapprove		<input type="checkbox"/> disapprove
_____	<input type="checkbox"/> approve	_____	<input type="checkbox"/> approve
	<input type="checkbox"/> disapprove		<input type="checkbox"/> disapprove

**Any architectural plans must be submitted to the Board for review and approved. ONCE THE BOARD HAS APPROVED THE SUBMITTED PLANS, ANY MODIFICATION OF THE ORIGINAL PLANS MUST BE RESUBMITTED TO THE BOARD FOR APPROVAL BEFORE ANY WORK IS STARTED. ANY WORK STARTED OR COMPLETED BEFORE APPROVAL WILL HAVE TO BE REMOVED WITH NO EXCEPTIONS.**

Signature of owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

On this date \_\_\_\_\_ the Board reviewed and [  approved ] [  denied ] your request. If approved, this does not alleviate the need for the building or zoning permits. **Obtaining these building or zoning permits is your responsibility.**

Signature of Board President: \_\_\_\_\_ Date: \_\_\_\_\_

BOD APPROVAL INITIAL  
\_\_\_\_ [YES/ NO] \_\_\_\_ [YES/NO] \_\_\_\_ [YES/NO]  
\_\_\_\_ [YES/ NO] \_\_\_\_ [YES/NO]  
\_\_\_\_ [YES/ NO] \_\_\_\_ [YES/NO]

BOD Approved Form 4-1-2020 Effective Immediately

COMMENTS: See BOD Criteria Form Check Off List