



DELRAY ESTUARY HOMEOWNERS ASSOCIATION, INC.

c/o Tallfield Management
12765 Forest Hill Blvd; Suite 1320, Wellington, FL 33414
Office: 561-983-6000 estuary@tallfield.com

FOR OFFICE USE ONLY: **ALC** _____ - _____ - _____ ()

APPLICATION FOR LANDSCAPE MODIFICATIONS

PLEASE READ THE DIRECTIONS ON PAGE 2 OF THIS FORM BEFORE COMPLETING THIS APPLICATION

Owner Name: _____ Date: _____

PLEASE PRINT CLEARLY

Address: _____

Telephone Numbers: Home: _____ Cell: _____ Email: _____

Name of Landscape Contractor _____

Address _____

Contact _____ Phone _____

Description of modifications and additions: (attach separate sheet if necessary)

Estimated start date _____ Estimated completion date _____

CHECK LIST OF REQUIRED DOCUMENTS ACCOMPANYING THIS APPLICATION:

FROM YOUR LANDSCAPE CONTRACTOR:

- ☐ Copy of signed agreement from your landscape contractor showing total cost
- ☐ Copy landscape contractor's Certificate of Liability
- ☐ Copy of landscape contractor's Workman's Compensation Insurance Certificate
- ☐ Copy of landscape contractor's City or State Business License

DAMAGE DEPOSIT CHECK

☐ Attach refundable damage deposit check for 20% of the total cost of the project (\$2,000 maximum) made payable to: DELRAY ESTUARY HOA, INC. Projects with a cost of less than \$1,500 do not require a damage deposit check.

DRAWINGS AND PLANS

☐ Drawing shown on your property survey showing plantings, lighting, landscape features, and modifications to terrain effecting drainage

TREE REMOVAL REQUEST FORM (if required)

If your project requires tree removal you must file a separate ALC Application for the tree removal only. Once approved you will need to submit a separate Tree Removal Request Form with City of Delray Beach. This form is available on our website under "Forms" _____ Initial here if no trees will be removed

☐ Copy of approved Tree Removal Request Form from the City of Delray Beach (If required) [upon receipt of the city approval the Association will be able to approve your request]

SEE PAGE 2 FOR INSTRUCTIONS AND ESTUARY RULES GOVERNING LANDSCAPE MODIFICATIONS

INSTRUCTIONS

Please review the following: A) Association Documents (Amended and Restated Declaration of Covenants Conditions and Restrictions for Delray Estuary), B) Rules at a Glance, C) Architectural and Landscape Guidelines, and D) Recommended Plant List, prior to submitting this application. These and other helpful documents are available on our website under "HOA Documents".

- 1) Complete this form and include all required documentation as specified on front of this form. If documentation is incomplete, the application will automatically be denied and returned.
- 2) Changes to plantings on existing bed may be drawn on photo or drawing.
- 3) Changes to your grounds and plantings must be drawn on a copy of your survey (plat plan from the closing of your unit). Show the location and details including dimensions of your proposed modifications including plantings, fencing, trellises, ornaments, fountains, benches, landscape lighting, pavers, stepping stones, etc.
- 4) Please review the Association's Recommended Plant List when specifying plantings. Plantings must be listed by name and location and shown at mature size on the drawings.
- 5) All dimensions including front and side elevation views are required.
- 6) Colors and material specifications are required and must accompany this application. It is highly recommended that product brochures, specifications sheets and photographs be included for clarity.

ESTUARY RULES GOVERNING LANDSCAPE MODIFICATIONS

No work may commence without prior written approval by the Board of Directors. No exceptions. Please allow ample time for submission of documents and approval by the Board of Directors. All supporting documents (as outlined on page 1) must be submitted with this application.

- A. A refundable deposit check for 20% of the total project cost must accompany this application. (\$2,000.00 maximum) Check should be made payable to DELRAY ESTUARY HOA, INC. Costs for damages to the common areas will be deducted from the deposit.
- B. The homeowner is responsible for obtaining any and all required city permits prior to commencing work and a copy attached to this application. The damage deposit cannot be returned until the city permit (if required) is received. Owner must notify the Property Manager upon completion of project for inspection. Damage deposit cannot be returned without inspection.
- C. Contractors will be permitted to work from 8AM to 6PM, Monday through Saturday. No workman or trades people admitted on Sundays and Holidays. This rule is strictly enforced by our Security Staff.
- D. Owner is responsible for the repair of any damage to the irrigation system caused by work done on this project.
- E. Insurance (general liability and workers comp) must name: Delray Estuary HOA, c/o Tallfield Management
12765 Forest Hill Blvd; Suite 1320, Wellington, FL 33414.

Please email application and related documents to Estuary@tallfield.com. The deposit check should be left at the guardhouse or mailed to the management company. Do not fold. Address envelope to Property Manager.

I have read and agree with all statements outlined above and have included all required documentation and that all work will conform to the Delray Estuary Architectural Guidelines.

Homeowner Signature

Date

FOR OFFICE USE ONLY

All material received and reviewed by Tallfield

Date: _____

___ **APPROVED AS SUBMITTED**

___ **APPROVED with the following stipulations** _____

___ **DENIED for the following reasons** _____

ALC CHAIR: _____

Date: _____

Executive Committee / Board of Directors: _____

Date: _____