

**MONTEREY SINGLE FAMILY NEIGHBORHOOD ASSOCIATION, INC  
ARCHITECTURAL REVIEW BOARD  
REQUEST FOR MODIFICATION**

Paint                      Landscaping                      Exterior Construction                      Other

I, \_\_\_\_\_, hereby request approval by the Architectural Review Board for the modification shown below to lot \_\_\_\_\_ located at:

(Street Address) \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Modification:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE FOLLOWING MUST BE PROVIDED WITH EACH REQUEST:**

1. A sketch, including the dimensions of the proposed modifications.
2. The location of the modification on the property
3. Color samples, manufacturer, color name, code or number (2x2 paint sample must be painted on side of house for inspection by ARB)
4. Certificate of Insurance from Contractor and License, if applicable.
5. Construction damage deposits ( For concrete, masonry, paving, roof replacement, pool refinishing) **\$500 From Contractor & \$500 from Owner**
6. Application fee in the amount of **\$50**

**MAKE CHECKS PAYABLE TO: MONTEREY SINGLE FAMILY NEIGHBORHOOD ASSOCIATION, INC**

Attach the above pieces of information to this form and return to the address below.

**Dorrill Management Group**

**5672 Strand Ct. #1**

**Naples, FL 34110**

**Fax: 239-594-1422**

[ken@dmgfl.com](mailto:ken@dmgfl.com)

Upon approval of my request for modification, I/ We will assume all liability for any damage incurred as a result of this modification as well as any additional maintenance costs that may be required by any and all governmental agencies for this modification. I/ We have read and understand the "CONSTRUCTION STANDARDS" for the Monterey Single Family Neighborhood Association, Inc. (See attached) I/ We understand this project shall begin within the next 45 days and shall be completed within 120 days after commencement.

Owner's Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

ARB Meeting Date: \_\_\_\_\_ The request for modification to the above address has been:

Disapproved                      Approved                      Approved with the following changes:

\_\_\_\_\_

By: \_\_\_\_\_ By: \_\_\_\_\_

Application fee of \_\_\_\_\_ received \_\_\_\_\_, check # \_\_\_\_\_

Construction Deposits of \_\_\_\_\_ received \_\_\_\_\_, Check #s \_\_\_\_\_ Name on check \_\_\_\_\_

**MONTEREY SINGLE FAMILY NEIGHBORHOOD ASSOCIATION, INC  
CONSTRUCTION STANDARDS**

All exterior construction activity in the Monterey Single Family Neighborhood Association must comply with the Covenants and Restrictions of the Monterey Single Family Neighborhood Association, Inc and Monterey Master Owners Association, Inc. The following summary is provided for convenience:

**PRECONSTRUCTION**

After the lot owner has received ARB plan approval, the following requirements must be satisfied before site preparation, materials delivery or construction may commence.

**Signs:** General Contractor and Architect signs must be approved by the ARB. Signs must be no larger than four square feet and erected no closer than three feet to the road right of way. No sign may be attached to any tree. No subcontractor signs are permitted.

**Deposits:** Owner is required to make a deposit of \$500 with submittal of plans for approval and shall indemnify the Association for damages to Association or neighboring lot property during construction. The contractor is required to make a separate deposit of \$500 as its bond in the event of damages caused by construction activity. Owner or Contractor liability may exceed these deposits.

**Permit:** ARB approval does not preclude any requirement for building permits from the County Building Department or other agencies.

**Utilities:** Location of all underground utilities should be obtained from the respective companies.

**DURING CONSTRUCTION**

**Inspection:** The ARB may inspect construction in progress to insure compliance with approved plans, and, if appropriate, report permit or code violation to the County Building Inspector.

**Burning:** Fires are not permitted.

**Trash Disposal:** Owners and Contractors are responsible for control and removal of trash generated by construction activities. Care should be taken to prevent spillage in transit. A suitable trash dumpster is required to be placed 20 feet from the road. At the end of each work day, materials are to be stored neatly and trash placed in dumpster. The sidewalk, curb and street in front of the construction site shall be kept free of dirt and debris. Contractors are responsible for repair of curb or sidewalk damage caused by trucks or other equipment

**Neighbors' Rights:** All construction materials shall be kept within the Owners property lines. Use of adjoining properties for access or storage without written permission from the owners is prohibited.

**Damage:** any damage to Monterey property shall be charged to the General (or principal) Contractor. Damage includes, but limited to, injury to property from mechanical equipment, vehicles, petroleum products and general or subcontractor employees.

<b>Working Hours</b>	Monday through Friday	7:00 am to 7:00 pm
	Saturday	8:00 am to 5:00 pm
	Sunday	No Work
<b>Speed Limit</b>	25 MPH	

**Final Inspection:** ARB inspection and final approval are required before deposits may be returned. All construction must be completed, trash and signs removed before inspection. Owner is responsible for notifying the ARB Administrator that the site is ready for inspection. Unauthorized changes from approved plans noted by the inspector must be corrected before a second inspection and final approval can be obtained. Additional inspections will be charged at \$50 per visit until all discrepancies are corrected.