



**J. L. PROPERTY OWNERS ASSOCIATION
DESIGN CONTROL BOARD
ALTERATIONS AND ADDITIONS REQUEST FORM
561-743-2032 / Fax 561-743-2062**

**PLEASE NOTE: AN APPROVAL SIGNATURE OF VILLAGE HOA/COA MARINA, GOLF CLUB, OR MGMT COMPANY IS
REQUIRED BEFORE SUBMITTING TO DESIGN CONTROL BOARD**

1: TO BE COMPLETED BY OWNER:

Resident Name _____ Submission Date _____

Address / Unit No. _____ Village (COA/HOA), Marina, Golf Club _____

Telephone Number _____ Email Address _____

Mailing Address & Telephone # (if different from above): _____

Description of Project in detail: _____

Plans & specifications are not approved for engineering design or safety, or setback/code compliance. By approval of such plans & specifications, neither the DCB, the members thereof, nor the Board of Directors of Jonathan's Landing Property Owners Association, Inc., or the members thereof, nor the COA or HOA Board of Directors or the members thereof, assume liability or responsibility for such compliance.

IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL HOMEOWNER/BUILDER TO COMPLY WITH ALL APPLICABLE CODES, SETBACKS & OTHER REQUIREMENTS, & TO OBTAIN ALL NECESSARY STATE, COUNTY OR LOCAL PERMITS & APPROVALS.

SIGNATURE OF HOMEOWNER _____

*APPLICATION MUST INCLUDE PLANS, SPECIFICATIONS
(Drawings & Samples) & APPROPRIATE FEES. (See Reverse Side)*

2: TO BE COMPLETED BY VILLAGE ASSOCIATION (HOA/COA, MARINA OR GOLF CLUB):

Date acted upon by Village HOA: _____ Approved: _____ Denied: _____ Pre-approval application: Y / N

Signature of Authorized Association Member _____ Telephone Number _____

Completed Project checked:

HOA/COA: _____ MARINA/GOLF CLUB: _____ DCB: _____ Date Completion Approved: _____

3: TO BE COMPLETED BY DESIGN CONTROL BOARD:

Date acted upon by JL DCB: _____ Approved: _____ Denied: _____

Reason for Denial: _____

Signature of Authorized DCB Representative _____

Application Number: _____ Check No.: _____

DEPOSIT & ADMINISTRATIVE FEES

	<u>FEE</u>
<u>CATEGORY 1:</u>	NO FEE REQUIRED
<u>CATEGORY 2:</u>	\$150
<u>CATEGORY 3:</u>	\$300
<u>CATEGORY 4:</u>	\$1000
<u>CATEGORY 5:</u>	\$2000

***Please see category sheet for further information.**

DESIGN CONTROL BOARD PROCEDURES

In all cases, permits, inspections and approvals required by Palm Beach County, or other applicable regulatory agencies shall be the responsibility of the lot owner. Should any damage to POA property result from the execution of the work, the cost to restore the POA property to its condition prior to the work being performed shall be invoiced directly to the lot owner and paid to the POA with the next quarterly POA assessment.

In all categories should the DCB require an outside consultant or legal consultation to review the submitted application, the respective lot owner shall be responsible to reimburse the cost of said inspection to the POA. Such consultants will not be engaged without notifying the lot owner in advance.

Fees listed in the respective categories shall be remitted with the application to enable the project to be placed on the next DCB agenda for review. All applications must be submitted at least one week prior to the next scheduled DCB meeting to be listed on the agenda. The check is payable to J.L. Property Owners Association, Inc.

NOTE: Incomplete applications will be returned.

Applications will not be accepted without Village, Marina, Golf Club, or Management Company approval.

You may drop off the application, with supporting documents, checks & samples (if applicable) at the POA office or mail them to:

Jonathan's Landing POA
ATTN: DCB
3755 Barrow Island Rd
Jupiter, FL 33477