

Newport Cove



7751 Stirling Bridge Blvd.  
Delray Beach, FL 33446

**Architectural Control Board (ACB)**  
**REQUEST FOR ARCHITECTURAL**  
**MODIFICATION**  
**Application Form**

Newport Cove Homeowners Association

Date app. form received with  
all required documents:      /      /

**ABOVE THIS LINE - ACB USE ONLY**

DATE OF ACTION:      /      /

ACTION:       **Approved**  
                   **Rejected**

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 Signature ACB Chairman

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 Signature ACB Member

**ABOVE THIS LINE - ACB USE ONLY**

Note: For further information about modifications and alterations of your Newport Cove home, please visit our website:  
[www.newportcovedelray.com](http://www.newportcovedelray.com) then click on ACB tab for detailed information.

- INSTRUCTIONS:**
- In order to make exterior alterations to your property you must submit the applicable items as listed below and have prior ACB Approval before beginning work. Allow at least 30 **DAYS** for application review and processing. Please carefully read and fill out form in its entirety.
- |   |   |
|---|---|
| 1. This completed application (2) signed copies                     | 5. Copy of Contractor's Liability Insurance           |
| 2. Detailed description, specifications, pictures etc...            | 6. Copy of Proposal or Agreement made with Contractor |
| 3. Paint color samples, if applicable (attach to form)              | 7. (2) two copies of all attachments                  |
| 4. Copy of Contractor's License or professional trade certification |   |

Owner's Name \_\_\_\_\_ Property Address \_\_\_\_\_  Check if owner-builder \_\_\_\_\_ Lot # \_\_\_\_\_

Telephone # \_\_\_\_\_ Email address \_\_\_\_\_ Name of person or Company performing work \_\_\_\_\_

• Please select **ONE** of the applicable categories:

<input type="checkbox"/> Landscaping	<input type="checkbox"/> Garage Door	<input type="checkbox"/> Generator, in ground	<input type="checkbox"/> Mailbox
<input type="checkbox"/> Hurricane Shutters	<input type="checkbox"/> Roof	<input type="checkbox"/> Fence/ Privacy	<input type="checkbox"/> Driveway
<input type="checkbox"/> Other (please explain) _____			<input type="checkbox"/> Screens and patio

Describe the proposed alteration in detail, include sketch, size, location, color(s), measurements etc...:

\_\_\_\_\_

\_\_\_\_\_

Your application will be processed for approval upon receipt of all items required as listed above. Missing and/or incorrect items will delay processing. Please contact via email with any questions.

**By submitting this application, we agree to the following terms and conditions described below:**

If approval is granted, the ACB will assume no liability with regards to structural adequacy, capacity, or safety features of the proposed alterations as submitted. The ACB will not be liable for any work performed. It is the homeowner's responsibility to see that all required licenses and permits are obtained. The homeowner takes full responsibility for all contactors and workers engaged to work on the homeowner's property.

Estimated date to start project \_\_\_\_\_  
 Estiated date to finish project \_\_\_\_\_

**x** \_\_\_\_\_ Date: \_\_\_\_\_

<b>Checklist - items</b>	<b>Duplicates of</b>
<input type="checkbox"/> ACB Forms	<input type="checkbox"/> Contractor Liability Ins.
<input type="checkbox"/> Color Samples	<input type="checkbox"/> Contractor's license
	<input type="checkbox"/> Drawings, detail & specifics

**Signature** \_\_\_\_\_