



**POINTE
EAST**

POINTE EAST HOMEOWNERS' ASSOCIATION, INC.

PO Box 15702, Tallahassee, FL 32317 | board@pointeeasthoa.com | pointeeasthoa.com

Architectural Request Form

Submit to acc@pointeeasthoa.com

Check the Architectural Guidelines first: much routine work is approved in advance and needs no request. Complete this page for every request; page 2 is needed only for a new home or an addition. Submit by email, by mail, or online at pointeeasthoa.com/owners/acc-request (sign-in required). You may apply before obtaining a county permit. The Committee acknowledges each request within a week.

Owner name

Lot number

Property address

Mailing address (if different)

Contact email

Contact phone

1. Proposed work and project type

Dimensions, shape and height

2. Materials, styles, finishes and colors (attach samples)

3. Location, distances to lot lines, setbacks and easements

Additional project details or questions for the Committee (optional)

4. Vegetation affected: location, kinds, numbers and sizes (attach plan)

Equipment and clearing area

Grading, fill and drainage changes

5. Expected start

Expected finish

Owner certification. The information and attachments are accurate to the best of my knowledge. I will satisfy Article VI's approval procedure before starting work. County permits and other legal requirements remain my responsibility.

Owner signature

Date



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Architectural Request: New Homes and Additions

Page 2 | Needed only for a new home or an addition

Request reference (Committee assigns)

Lot number

6. Article VI submission checklist

For a new home or an addition, Article VI asks for the items below. Mark what is included and note anything that does not apply or will follow. Attach additional sheets as needed.

- ☐ Floor plans and front, side and rear elevations
- ☐ Exterior finish schedule: materials, styles, colors and representative samples
- ☐ Site plan: improvements, setbacks, easements, all vegetation to be removed
- ☐ Detailed sediment-control plan
- ☐ Supporting photos, sketch, marked aerial or product brochure

Landscape plan

- ☐ Included ☐ To follow before occupancy ☐ Not applicable (explain)

Article VI permits the landscape plan to follow after construction begins; it must be approved and implemented before occupancy.

Missing items, items to follow, or explanation of inapplicable items

Contractor and on-site supervisor (Article VI)

Contractor name (or owner performing work)

Phone

Contractor address

Supervisor name (or same as contractor)

Phone

Supervisor address

For the Architectural Committee

Received

Complete submission received

Meeting date

- ☐ Approved ☐ With conditions ☐ Not approved ☐ No review needed

Written decision / conditions / basis reference

Decision sent

If work has not begun within 180 days, reapply if applicable governing requirements have changed. See Guidelines.