

LIBERTY BAY

ARC Guidelines

PROJECT	DOCUMENTS NEEDED
Hurricane Shutters	❖ ARC Form ❖ Contractors Business License ❖ Contractors Certificate of Insurance ** ❖ Survey/Plot Plan where shutters will be installed ❖ The color must be WHITE ❖ PERMIT
Landscaping (Addition, Removal or Relocation))	❖ ARC Form ❖ Contractors Business License ❖ Contractors Certificate of Insurance ** ❖ Drawing/Plan where the tree will be added or installed ❖ Picture of the tree, picture of proposed tree & location - HARDWOOD ONLY ❖ PERMIT
Painting/Siding	❖ ARC FORM ❖ Contractors Business License ❖ Contractors Certificate of Insurance ** ❖ APPROVED COLORS
Pavers/Driveway	❖ ARC FORM ❖ Contractors Business License ❖ Contractors Certificate of Insurance ** ❖ Survey/Picture of where the pavers will be installed ❖ PERMIT
Screen (Patios/Fences/Enclosures)	❖ ARC FORM ❖ Contractors Business License ❖ Contractors Certificate of Insurance ** ❖ Survey/Plot Plan of area to be erected/changed ❖ Picture of the location currently ❖ PERMIT
Roof	❖ ARC Form ❖ Contractors Business License ❖ Contractors Certificate of Insurance ** ❖ Roof style: Estate Delcrest Tan- White Antique formally known as Coquina White Antique - Boral **PERMIT**
Windows/Doors	❖ ARC FORM ❖ Contractors Business License ❖ Contractors Certificate of Insurance ** ❖ If replacing must be the same design for windows/doors must be white ❖ PERMIT
Window Tint/Interlay	❖ ARC FORM ❖ Contractors Business License ❖ Contractors Certificate of Insurance ** ❖ Tint style: 340 Hurricane Impact and Solar Low E 366 NEAT
Additional Info	PERMIT REQUIRED: Anything poured, attached to the home, electrical, windows, shutters, awnings, pavers, screen enclosures. ARC REQUIRED: Any modification to the exterior of the home. (garage remains white, roof tiles remain the same)

** Certificate of Insurance must name Liberty Bay as additionally insured:

Liberty Bay Homeowners Association, Inc. C/O of Ibero Property Management Corporation, 2500 Metrocentre Blvd, Suite 8, West Palm Beach, Florida 33407

LIBERTY BAY COMMUNITY ASSOCIATION, INC.

APPLICATION FOR ARCHITECTURE MODIFICATION

INSTRUCTIONS:

Please use this form to submit plans to the Liberty Bay Board of Directors for any project that will affect ANY EXTERIOR APPEARANCE OF YOUR PROPERTY. Please include a detailed description of materials, location, dimension, survey, plot plans, building elevations, drawings, landscape drawings, building permits, pictures, and or material samples, etc.

Alterations include, but are not limited to, replacement of doors, windows, roof, screen (patios/ fences/ enclosures), installation of window tint, alterations or replacement of driveway/pavers, installation of hurricane shutters, painting, landscaping changes, including removal of the tree(s), etc.

Allow up to thirty (30) days for processing and response from the date of submission.

WRITTEN APPROVALS ARE MANDATORY FOR ALL PROJECTS

All approvals are good through 6 months of the approval date.

Any questions, please contact management at Contact@iberopropertymgmt.com

Owner(please print): _____ Date: _____

Unit Address: _____

Telephone #: _____ Email: _____

Project Description (Attach additional pages in necessary):

Contractor's Name: _____ License #: _____

Home homeowner is responsible for obtaining the following:

- Shop drawing / Diagram that shows alteration or changes to the exterior of the property
- Any necessary permits by the City of West Palm Beach or Palm Beach County
- Contractor's State issues license (Business Tax Receipt) to do work in Palm Beach County and West Palm beach
- Contractor's Certificate of Liability Insurance (\$1,000,000.00 per occurrence required)
- Worker's Compensation Insurance Certificate
- Liberty Bay Homeowners Association C/O Ibero Property Management Corp at 3400 Celebration Boulevard, West Palm Beach, FL 33411 MUST be named as an additional insured on the contractor's certificate of insurance

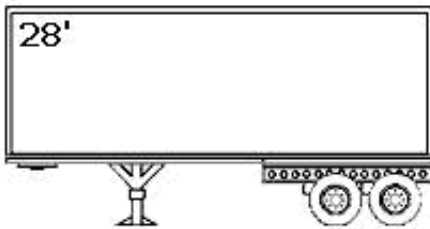
OFFICIAL USE ONLY

ARCHITECTURAL APPLICATION FOR MODIFICATION HAS BEEN:

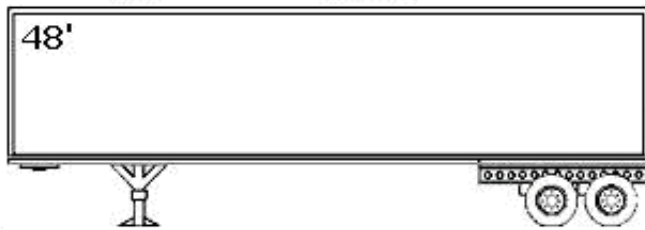
☐ APPROVED

☐ DENIED Reason: _____

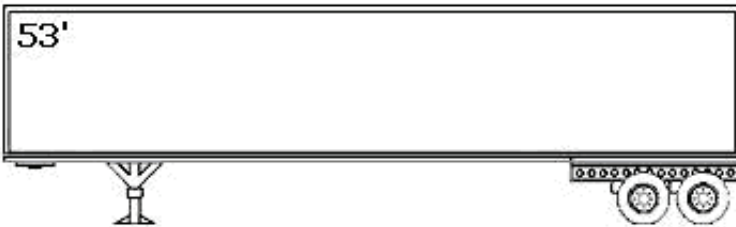
APPROVED BY: _____ Title: _____ Date: _____



Permitted



Not permitted



Not permitted

Tractor Trailers Access

Maximum allowed length is the 28 ft trailers
All box trucks are allowed in the community