

Cascades at Saint Lucie West

ACB Application Checklist

E-mail: CascadesAsstPM@campbellproperty.com

Phone: 772-785-5950 Address: 800 Cascades Isle. Blvd. Port Saint Lucie, FL. 34986

Please check off all items that are within the package

****Incomplete applications will not be accepted****

- 1. The 2 pages of the application completed & signed
- 2. Specs, photos and colors of the proposed project
- 3. Copy of the survey OR house floorplan marking the location of the proposed project
- 4. Copy of the Contractors Business License OR tax receipt
- 5. Copy of the Contractors Liability Insurance
- 6. The General liability insurance
- 7. The workers compensation OR exemption

*The copy of the insurances with the holder written as the Association is due to event of injury
To a 3rd party on common area, the HOA must be named as Additional Insured.*

The Certificate holder on the insurances written as:

Cascades at Saint Lucie West
 C/o Campbell Property Management
 800 Cascades Isle Blvd.
 Port Saint Lucie, FL 34986

City Building Permits are required for the following items:

- 1. Window replacement
- 2. Garage door replacement
- 3. Back screen enclosures
- 4. Shutters
- 5. Solar panels
- 6. Roof changes
- 7. Generators
- 8. Outside plumbing and/or major electrical work
- 9. Pools and and/or spas
- 10. Room additions
- 11. Paver / driveway work
- 12. AC Units

Cascades at Saint Lucie West
Architectural Control Board Request

Date: _____ **Phone number:** _____

Name: _____ **House model:** _____

Street Address: _____

Project details:

Contractors name: _____ **Phone number:** _____

E-mail: _____ **Address:** _____

*** A current copy of the contractor's license, general liability and workers compensation OR exemption must be included within the application. The office does not keep any contractors information on file***

Limitation of responsibilities:

The primary goal of the Architectural Control Board is to review the homeowner's application (plan and specifications) submitted to determine if the proposed modification / change complies with the deed restrictions and conforms in appearance with the standards and policy set forth by this Committee and the Cascades homeowners Association.

The committee does NOT review or assume ANY responsibility for:

- A. The structural adequacy, capacity or safety features of the proposal
- B. Whether or not the location of the proposed change is free from possible hazards from flooding, soil erosion or existing underground utility lines
- C. Mechanical, electrical or any other technical design requirements for the proposed project
- D. Compliance with all building codes, safety requirements or governmental laws, regulations, codes or ordinances
- E. Performance or quality of work or any contractor chosen by the homeowner

The homeowner understands and acknowledges that a building permit may be required from the City of Port Saint Lucie to complete the work on this application. All work requiring a permit will be performed by an individual authorized by the City of Port Saint Lucie to perform such work.

Notice to ALL contractor's and homeowners':

All proposals submitted by the homeowner and approved by the ACB are final. If a contractor homeowner alters or changes any of the scope of work that was previous approved, the contractor will not be permitted to work in the Cascades in the future. At the homeowner expense, the unapproved changes will be removed and the original approved changes will be put in place.

Approval / Denial:

Please submit the ACB application to the management office either in person, online or by mail. You will be notified by e-mail and/or a hard copy letter if the application was approved or denied. Once approved, you will receive a green form. The green form will be included in the mail with the approval letter. The green form MUST be posted in a visible spot, such as a window or front door, while work is occurring at the property. The green for is valid for 90 days. Once the work has been completed, please return the green form back to the office. If the green form is not returned to the office within the 90 days, it is possible that you will be held in violation and possibly fined. Once the green form is submitted, the ACB will inspect the final work to make sure it confirms to the approved application.

“ I understand and agree that the Architectural Control Board approval for the request work does not at any time waive my responsibility or in any way substitute for a mandatory building permit where required by the relevant government agency nor guarantee the workmanship or quality of work to be performed. I also agree to abided by the requirements forth in this application and apply the ACB approved proposals as I proposed and outlined in this application.”

Homeowners signature: _____ Date: _____

Please return the application to:

E-mail: CascadesAsstPM@campbellproperty.com

Phone: 772-785-5950

Address: 800 Cascades Isle. Blvd. Port Saint Lucie, FL. 34986

ACB USE ONLY

Date reviewed: _____ **Approved:** _____ **Denied:** _____

Comments:

Signatures:
