



**LOST TREE PRESERVE**

ARCHITECTURAL CONTROL REVIEW COMMITTEE (ACC) APPLICATION  
 EMAIL OR MAIL APPLICATION TO: KIM\_RAMSEY@ LOSTTREPRESERVE.COM  
 11300 US HIGHWAY 1, SUITE 100 PALM BEACH GARDENS, FL 33408

Name \_\_\_\_\_ Email \_\_\_\_\_

Property Address \_\_\_\_\_ Lot #: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (s) Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

In accordance with the Declaration of Covenants, Conditions and Restrictions and the Association’s Rules and Regulations, installation must conform to this approval and the Association’s guidelines.

I hereby request your consent to make the following changes, alterations, renovations and/ or additions to my property.

- Fence                             Swimming Pool                     Screen Enclosure                     Patio                                   Lawn Ornament
- Exterior Color                     Landscaping                         Lawn Replacement                 Other \_\_\_\_\_

Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attach to this application: (1) a copy of the property survey that shows the locations of the proposed change, alteration, renovation or addition; (2) the contractor’s license & insurance and (3) one drawing of proposed plan.

**NOTE: APPLICATIONS SUBMITTED WITHOUT THE ABOVE ATTACHMENTS OR COLOR SAMPLE WILL BE CONSIDERED INCOMPLETE. IF AN APPLICATION IS INCOMPLETE, IT WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU.**

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS.

- No work will begin until written approval is received from the Association. You have 180 days from the approval date to complete the work. If not, then you must reapply for ACC approval.
- All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
- All work will be performed timely and in a manner that will minimize interference and inconvenience to other residents.
- I assume all liability and will be responsible for any and all damages to other lots and /or common area, which may result from performance of this work.
- I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
- I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
- Upon receipt Management will forward the ACC Application to the Association. A decision by the Association may take up to **30 days**. I will be notified in writing when the application is either approved or denied.

ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THEIR ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS.

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Do Not Write Below This Line**

This Application is hereby:         Approved                                 Disapproved

Date \_\_\_\_\_ Signature \_\_\_\_\_

Comments: Homeowner / their vendor will be responsible to pull appropriate permits.

\_\_\_\_\_  
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