

	Architectural Review Committee (ARC) Property Modification Application						
Application Type (check one): <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">☐</td> <td>Original Application</td> </tr> <tr> <td style="text-align: center;">☐</td> <td>Revised Application <i>(following ARC "Revise & Resubmit")</i></td> </tr> <tr> <td style="text-align: center;">☐</td> <td>Revised Application Submitted After Successful Appeal <i>(time limits may apply)</i></td> </tr> </table>	☐	Original Application	☐	Revised Application <i>(following ARC "Revise & Resubmit")</i>	☐	Revised Application Submitted After Successful Appeal <i>(time limits may apply)</i>	*****This section to be completed by CMA/ARC ***** Date Recv'd by CMA _____ CONTROL NO. _____
☐	Original Application						
☐	Revised Application <i>(following ARC "Revise & Resubmit")</i>						
☐	Revised Application Submitted After Successful Appeal <i>(time limits may apply)</i>						

IMPORTANT:

- The Peninsula is a planned community with Covenants, Conditions, & Restrictions (CCRs) and may be found on the Peninsula Master Association's website. The website is at www.peninsulamaster.com. At top of page, click on "Documents", then "Public Documents", then "Peninsula Master Declaration of Covenants and Restrictions".
- It is the responsibility of ARC to ensure the exterior of homes and lots within our community complies with established covenants and neighborhood guidelines/standards; ARC adheres to the most current Peninsula Covenants.
- The property owner must obtain written approval from the ARC before applying for a Residential Project permit from the city and starting work—regardless of any assurances to the contrary from contractors, city officials, or other persons.

Project Details

Property Owner Name(s) – Print	
Contact Info (Phone and email)	
Property Address and/or Lot #	
Neighborhood Association Name	
Builder/Contractor Name and their contact information	

Proposed Project Description

Include type of project, location, design, materials, measurements, colors, advertisement, etc. Attach additional page(s) as necessary. **NOTE:** *Failure to submit the required supporting documents or samples may delay the processing of requests.*

Requested Start Date		Expected Completion Date	
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How/Where to Submit

- Submit this form and all supporting documents listed in the Instructions via email to Susan Anderson of CMA at susan.anderson@CMAcommunities.com or hand-deliver a hard copy to the CMA agent at the Sales Office located at 10 Peninsula Blvd. between 10AM-3PM on the first and third Wednesday of each month.
- ARC meets twice a month to review applications.

Property Owner Agreement:

- I/We understand and agree that no work on this request shall commence until written approval from the ARC is received. I/We represent and warrant the proposed changes to my/our property strictly conform to the covenants and neighborhood standards. I/We understand that I/we are responsible for complying with all state, county, and city regulations. The Master Association, Board of Directors, Neighborhood HOAs, the ARC, and/or their respective members, successors, assigns, agents, representatives, or employees are NOT liable for damages or otherwise to anyone requesting approval of an architectural or landscape modification by reason of mistake in judgment, negligence, or nonfeasance, arising out of any action with respect to any submission. The purpose of the Property Modification Application is for review and approval of site planning, appearance, and aesthetics. None of the foregoing assume any responsibility regarding design or construction, including without limitation, the structural integrity, mechanical or electrical design, methods of construction, and technical suitability of materials.
- I/We hereby release and covenant not to sue any or all of the foregoing from/for any claims regarding this request or the approval/denial thereof.
- By signing this form, I/we acknowledge that I/we understand the above information and accept the responsibility to ensure that the modifications being made to my/our property are done in compliance with the 2024 Master Declarations Covenants, Conditions, and Restrictions of the Peninsula Master Association.

Property Owner

Signature(s) _____ **DATE** _____

*****This section to be completed by CMA/ARC*****

ARC Decision (check one):	
☐	Approved
☐	Denied
☐	Revise and Resubmit

- **Approval:** This approval is effective for six (6) months. A new application is required if the project is not started prior to the expiration date.
- **Revise & Resubmit:** Please read the ARC comments and submit a NEW Property Modification Application and check "Revised Application" in the "Application Type" which addresses the concerns/requests for additional information.
- **Denial:** The ARC strictly adheres to the current Covenants. Property Owners may appeal the ARC decision to the Master Board. If the property owner successfully appeals an ARC denial, the property owner must submit a new Property Modification Application to the ARC which details any conditions the Master Board may have added in reversing the denial. The Property Owner shall adhere to any new conditions. Furthermore, the Property Owner may not begin work on the project until the ARC acknowledges in writing its receipt of a satisfactorily-prepared new application. The Property Owner is responsible for meeting all applicable time limits for appeal or thereafter.

ARC Comments/Feedback to Owner(s):

Printed Name	Signature or Initials	Date

NOTE: If a signature contains "online", the ARC member attended remotely and authorized their signature (or initials) to be "recorded remotely".



Architectural Review Committee (ARC) Property Modification Application Instructions

Peninsula Covenants

- The Peninsula is a planned community with Covenants, Conditions, & Restrictions (CCRs) and may be found on the Peninsula Master Association's website. The website is at www.peninsulamaster.com. At top of page, click on "Documents", then "Public Documents", then "Peninsula Master Declaration of Covenants and Restrictions".
- It is the responsibility of ARC to ensure the exterior of homes and lots within our community complies with established covenants and neighborhood guidelines/standards; ARC adheres to the most current Peninsula Covenants.
- This list and instructions are not all-inclusive. Owner is responsible for anticipating all considerations.
- The property owner must obtain written approval from the ARC before applying for a Residential Project permit from the City of Gulf Shores and starting work—regardless of any assurances to the contrary from contractors, city officials, or other persons.

Tips to Complete the Modification Request

- **ALL Applications - Detailed Description**
 - Description: Write a detailed description of the proposed modification, listing every element of the overall project. Describe location of modification, design, materials, size, etc.
 - Samples/Examples: Attach advertisements, sales brochures and/or product samples with application to help explain and illustrate your project. (*Samples will be returned.*)
 - Provide Photos
 - **Before Photos** – Provide photos of the affected area(s) showing the current state of the property prior to the project, and anything else applicable to the application request.
 - **Proposed Photos**: Submit images, such as, photos of existing installations, manufacturer's drawings or renderings, product brochures, and/or hand drawn sketches of how the property will appear after the work is completed.
 - **Supplemental Photos**: Images highlighting details regarding style, design and colors selected for the project.
 - Permits: The property owner is responsible for all State, County, and City Requirements. Obtaining a permit is not a guarantee of ARC approval.
 - Call 811 Before You Dig: The property owner is encouraged to contact "Call Before you Dig (811)" to locate the buried utility lines (gas, power, phone, TV). Give your address and this call center sends out the appropriate crew.
- **Permanent Structure(s) – Pool, Fence, Patio, Deck, Addition, Patio Enclosure, Windows/Doors, Shutters/Dormers/Canopies**
 - Surveyors Plat: Include and mark the exact location of each project component, including measurements from the house and property lines to show the project complies with required setbacks, utility easements, drainage easements, etc.
 - **Setbacks**: Any new permanent structure must be located within property setbacks. All lots have minimum setbacks and are shown in the Plat of Survey. All setbacks are measured from and perpendicular to your lot property lines.
 - Materials: List and description of proposed construction materials.
 - Architectural Plans: Attach building plans/cross section plans to show the height, width, length, thickness and other details when building any type of structure.
 - Utility Easement: The property owner must determine the location of the utility easement, and indicate any impact to it based upon application. Owner is responsible for removing/replacing obstacles within easement area pertaining project.
- **Exterior Paint and Roofs**
 - Color Change:
 - For painting projects that are changing an existing color(s), provide paint chip sample(s) with your application for each color requested and clearly indicate location on your home of each proposed color.
 - Provide photos of adjacent homes; covenants state adjacent homes cannot be the same color.
 - No Change:
 - If repainting the exterior the same color(s), no application is required.
 - If replacing the roof with the same product and color, no application is required.
- **Landscape Plans**
 - Landscape Plan: Attach a drawing or sketch with measurements to confirm the location for all landscaping changes you want to make to the property. Include a detailed description and photos of trees/shrubs/plants/flowers, rocks, pavers, and/or other material that you want to use, and any fill or grading work to be done.
 - Tree Removal: Gulf Shores requires a tree removal permit for any Protected or Heritage Tree; homeowner is required to obtain necessary permit. On the application, indicate tree species, location and diameter of each tree to be removed.