

ASC Application & Approval Process

“NEW CONSTRUCTION, MODIFICATIONS and/or ALTERATIONS”

Revised 4/8/2011

All property within Royal Lakes Subdivision is subject to architectural standards review. The review shall be in accordance with Article 5, Section II of the Property Report for Royal Lakes Subdivision and such other standards included in the Declaration of Covenants, Conditions, Restrictions and Easements (CC&Rs). Please download a copy from the website or contact your Property Owner Association (POA) representative to obtain a copy if you do not have computer access. Web site → www.royallakespoa.com

The “Architectural Standards Committee” (ASC) was commissioned to judge compliance with the ideals outlined in the Design Standards (section III) of the Property Report. The ASC established processes and procedures to ensure conformance to the design standards. These processes and procedures are designed and implemented to help protect all of our property values and the overall beauty of our subdivision.

The ASC has exclusive jurisdiction and authority to review and approve (or reject) all designs, plans, site clearing, tree removal, construction, modifications and other physical changes throughout the subdivision as referenced in the Design Standards and other sections of the CC&Rs.

It’s the property owner’s responsibility to submit an application to gain approval before any work is started. No construction or changes should be started until approval is received.

The approval process typically takes just a few days for simple changes, but could take 2-3 weeks for new construction and/or very detailed expansions. Failure to file an application and gain approval before starting work could result in the owner having to remove/modify work completed if it does not meet the design standards and could result in fines for egregious non-conformances. Basic guidelines are:

1. Architects, designers and builders of dwellings in the subdivision are subject to approval by the ASC prior to construction of a dwelling.
2. Jurisdiction of the ASC covers all improvements proposed for construction or modification on the common properties, individual lots, and to the extent such improvements are to be made by owners, to the shore line and waters of any adjoining lakes and to the boundary line between any lot and the golf course. Owners are responsible for gaining written golf course management approval prior to submitting application forms for any changes impacting the easement zones between their property and golf course property. See CC&R ARTICLE VII EASEMENTS, Section 6 & 7 Pages 25-28 for details. Please contact an ASC member if you need clarification.
3. Without limiting the generality of the foregoing, but by way of illustration, these provisions apply to residences, outbuildings, pens, mailboxes, fences, walls, sculpture, fountains, decorative site embellishment, exterior lighting, play equipment, landscaping and etc.

To initiate a review of your plans for new construction, modifications, and/or alterations to your property, please submit a Change Application form to an ASC representative listed on the POA web site. Application forms are available from the POA website listed above.

The amount of detail required on the application is dependent upon the complexity of the work to be performed:

1. Construction of new buildings, major exterior structural changes and/or major landscaping projects must include detailed plans as defined in 2.1 of section III "Design Standards for Royal Lakes" in the CC&R documents.
2. Minor owner alterations to existing structures and landscaping improvements may only need be defined by concept drawings and/or written descriptions. An ASC rep will let you know if additional detail is required upon submission of your application.

The ASC highly recommends you provide before and after pictures of your projects to help document your results. The ASC representative will attach a copy of the photos to the POA permanent record file for your property.

Application for new construction or significant external structural changes is divided into four major steps. It is the responsibility of the applicant to initiate each step. Note – any changes/modification made to an approved application must be noted and re-submitted for review/re-approval.

1. Submit Site, Building and Landscape Plans with an application form to the ASC representative for initial review prior to making any alterations to a site. Include a start and completion date. The ASC will review and comment where necessary to insure the design conforms to the standards.
2. If changes are required, due to step one, resubmit the modified plans for review/approval. Once the plans are approved, stake and ribbon the outline of the planned improvements to the site and arrange a site inspection by an ASC representative before clearing the site or commencing construction. Any impact to the easement with the golf course must be approved in writing by golf course management.
3. Notify the ASC to perform a mid-project review once the super-structure of the house is completed and the exterior is painted.
4. Notify the ASC to perform a final review once the house and landscaping is completed. This review should be conducted prior to occupancy and the builder being released from the job.

Application for minor modification of existing structures, landscaping improvements and/or play equipment is divided into 3 steps. It is the responsibility of the applicant to initiate each step. Note – any changes/modification made to an approved application must be noted and re-submitted for review/re-approval.

1. Include concept drawings, engineering drawings, and/or verbal explanation as necessary to describe the changes you want to make. Include a start and completion date. Gain

written approval from golf course management if your changes impact the easement zone with the golf course. Note - Golf course approval is only required if your changes impact the easement zone. Please see Section II Declaration of CC&R regarding Easements for Royal Lakes, Article VII Easements, sections 6 & 7 pages 25-28 for additional details. Please contact an ASC member if you need easement clarifications.

2. Submit your completed application form to an ASC representative for review and approval or modification. Be sure to include paint and finish samples if you're changing exterior colors. Photographic reference examples of approved play equipment are posted in the ASC section of the web page. Do not begin work until you're notified the application has been approved.
3. Depending upon the magnitude of your project, the ASC representative may choose to perform a midterm project review. Please notify the ASC representative upon completion of your project. They will review the work for final sign off.

For all changes - approval of your plans must be received before any clearing or construction begins. Failure to file an application and gain approval before starting work could result in the owner having to remove/modify work completed if it does not meet the design standards and could result in fines for egregious non-conformances. These steps are in place to protect our neighborhood. Please help us ensure conformance to protect all of our property values and the overall beauty of our subdivision.

It's the property owner's responsibility to ensure they are complying with all county, state and other regulatory requirements. It is their or their contractor's direct responsibility to obtain all necessary permits. The ASC has no jurisdiction or involvement with regulatory code enforcement.

Please access the Royal Lakes POA website (listed above) to determine the current representatives of the Architectural Standards Committee. Feel free to utilize their provided phone numbers and email addresses to contact them regarding any questions you may have.