



Flanders D Association Inc.

PROPERTY IMPROVEMENT REQUEST - APPLICATION OF INTENT

C/o Wilson Landscaping & Management Inc.

1300 NW 17th Avenue, Suite #270, Delray Beach, Florida 33445

Date of Application: _____ **Approval Date: (valid for 60 days)** _____

Owner (s) Name: _____

Unit Address: _____ **E-mail address:** _____

Phone Number: _____ **Cell Number:** _____

Prior to the start of any renovation or modification, the unit owner must submit an **“Application of Intent”** to the Board of Directors, along with a **\$500 check to be held in an escrow account**. The money will be used to mitigate, at the sole discretion of the Board of Directors, any and all issues which in **the sole opinion of the Board**, have created deficiencies in any common area. This includes, but is not limited to: painting, and/or replacement or repair of any part of the community which the Board feels has resulted from negligence or use by any owner, renter or agent during the time of renovation or modification of the said unit. The check should be made payable to **FLANDERS D Association**. **Absolutely no work may commence prior to receiving approval.**

It is the owner’s responsibility to notify the association at the above address, in writing, that the work has been completed, so that the Association may begin the process of assessing any deficiencies or damage, and process the return of any monies due the owner. Any return of funds will occur within 30 days of receipt of written notification. You must understand and accept, that fines may be levied for failure to comply with any association Regulations and Rules.

Any application for approval which will occur outside the current exterior walls of the building must be accompanied by a sketch indicating size, location, type of construction, etc. **Tile or laminate installation on the 2nd floor must have substrate flooring installed (no exceptions).**

Approval covers aesthetics only, and is not to be construed as approval of any County Code Requirements. **A permit from Palm Beach County is required on all property alterations and/or improvements.** All work must be performed by a licensed and insured contractor providing Worker’s Comp Insurance. **A copy of all licenses and permits must be attached to this application, in order to process for approval, along with a copy of all insurance policies and information.**

Prior to granting any request for a change, alteration or addition to an existing approved basic structure, the applicant, heirs or assigns thereof, hereby assume sole responsibility for the repair, maintenance and/or replacement of any such change, alteration or addition. It is understood and agreed to that the Association and/or management company may not be granting any request to alter any original structure.

While reading this form in detail, please refer to the Association's governing documents for more information on alterations.

The approval process requires the signature of the President and/or the Board of Directors.

The Association has 30 days to review and respond to this application, which is after all documents, the escrow account deposit check, permits, and copies of necessary licenses and contractor insurance papers are received.

You will receive the "Approved" or "Not Approved" form returned to you, at which time you may schedule the work, or contact the Board of Directors for additional information.

All contractor waste is to be removed from Kings Point. Dumpsters are NOT for this purpose. Old appliances must also be removed by the vendor who delivers the new appliances.

Please be sure to contact and include your vendors and contractors on your Gate Access/ Visitor Management list accordingly.

At the end of each and every day, the Common Areas of the building, including the parking lot, must be free of any and all debris, dirt, and/or tracing of ALL remnants of the work day, including sweeping, moping and total removal. Failure to do so, will result in a fine, and a direct order to stop further work until the matter is resolved to the satisfaction of the Board.

Any questions may be directed to the Association Property Manager at (561) 637-3402.

Using additional paper, and in your own words, describe in detail the type of improvement and materials to be used. Include with the return of this form.

Please submit 2 (two) copies of this application. Be sure to sign BOTH copies of the application. We will retain an original for our records.

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

President/Officer: _____ () Approved

President/Officer: _____ () Not Approved

ITEMS THAT DO NOT REQUIRE A PERMIT IN PALM BEACH COUNTY

**Planning, Zoning & Building Department
Building Division 561-233-5100**

Section 105 of the Palm Beach County Amendments to the Florida Building Code requires permits for most construction-related work. Various improvements to real property may not require a Building permit or Zoning review. Some may require only a Zoning review, and are exempt from inspection and Building Code review. These improvements are termed Type 1- Site Plan Review Permits. The work exempted must still be constructed in accordance with minimum code standards. Other improvements for certain structures on actively functioning farms are subject to agricultural exemption from Building Code enforcement by Florida Statute.

ITEMS NOT REQUIRING A PERMIT

A/C – Replacement of an existing window unit with an existing dedicated electrical outlet.

AC/Heating – Repair of existing system and/or replacement of any part that does not alter the system listing or make it unsafe.

Ceiling Fan – Replacement of existing fan using existing fan box and wiring.

Ceramic Tile – Remove and replace (not on fire-rated assemblies).

Dishwasher – Exact replacement; same wattage.

Door – Replacement of any exterior door (excluding overhead doors) within the existing jam; once in a 12-month period (1 and 2 family dwellings only).

Door – Remove and replace any interior residential door within the individual unit in the same location.

Driveway – Sealcoat asphalt (1 and 2 family dwellings only).

Drywall – Minor repairs if value of work is under \$1,000 (1 and 2 family dwellings only, not involving fire-rated assemblies).

Faucet – Replace existing (not involving removal of drywall).

Fence – Minor repair or exact replacement of a permitted fence up to \$1,000 fair market value, excluding pool barriers.

Gutters and Leaders – On 1 and 2 family dwellings.

Kitchen cabinet - Exact replacement only with no change in configuration of electrical or plumbing (1 and 2 family dwellings).

Light Fixtures – Replace “like for like” in existing lighting outlet (1 and 2 family dwellings only).

Outlet or switch – Replace existing outlet or switch with appropriate type within existing junction box.

Painting

Pavers – Sand set that are not a pool/spa deck or within five feet of a pool (1 and 2 family dwellings only), excluding driveways or turnouts.

Playground equipment, Manufactured - Site- built play enclosures less than 6' x 6' x 6'H (1 and 2 family dwellings only). (Uses must still meet accessory setback requirements.)

Portable/Manufactured Pool or Spa – Less than 24 inches deep.

Roof – Minor repair of existing roof covering less than \$1,000 fair market value.

Satellite Dish Antennas – Residential 1 meter or less in diameter. Commercial 2 meters or less in diameter.

Screen room – Rescreening to \$1,000 value. Siding – Minor repair to existing under \$1,000 value.

Sink – Exact replacement in same location only. Soffit or Fascia – Minor repair or replacement up to \$1,000 in value, which does not involve structural members.

Stucco – Minor repair of existing stucco finish, if value of work is under \$1,000.

Water Closet – Replacement in same location. Water Heater – Repair or replace heating elements.

Window – Repair within existing frame, if value of work is under \$1,000.

Wood Deck – Minor replacement of existing decking under \$1,000 (1 and 2 family dwelling only).

If you are proposing any other type of improvement or replacement to your home that is not identified on this list, please contact the Building Division, Permit Center Help Desk at 561-233-5120.