

REQUEST FOR ARCHITECTURAL REVIEW

TOWN PLACE CONDOMINIUM ASSOCIATION, INC.

O: (561) 641-8554

accapps@grsmgt.com

Town Place Condominium Association, Inc.

C/O GRS Community Management, Inc.

3900 Woodlake Blvd, Suite 309

Lake Worth, Florida 33463

Owner's Name: _____ Date: _____

Property Address: _____ Unit Number _____

Mailing address (If different): _____

Main Contact #: _____ Email: _____

Step 1: Initial Submission (Scope of Work - Brief Description)

Provide a detailed description of the alteration, improvement, addition, or change you wish to make:

Attach:

- Survey/Plot Plan showing the proposed location of the improvement
- Plans, Elevations, or Sketch
- Contractor's License, Condominium Certificate of Liability, and Workers' Compensation/Exemption Form (**listing Town Place Condominium Association, Inc. as certificate holder with the address above**)
- Samples, drawings, or product information, if applicable
- Reminder:
 - Accordion Shutters: Must be **Beige** (Please specify on application)
 - Updating Windows: Frame must be **Bronze** (Please specify window and frame on application)
 - **Fences**: Color must match. See Appendix A for the paint color codes from Home Depot, Sherwin-Williams, and UCI Paints.
 - All updates **must maintain uniformity** with the community's existing design standards.

Step 2: Permit Verification (Required Before Work - See Permit Requirements Below)

- Proof of an application for all required permits with the City of Boca Raton must be submitted to the Association before final approval and before work commences.

No work requiring a permit may begin until the Association receives a copy of the open permit.

Permit Requirements:

Many projects **require** a City of Boca Raton Building Permit. Examples include (but are not limited to):

- Structural changes (removing/altering walls)
- Electrical work (adding outlets, new circuits, new fixtures)
- Plumbing changes (moving or adding sinks, toilets, showers)

- Mechanical work (A/C replacement, ductwork, ventilation changes)
- Windows, doors, shutters, and roofs
- Any work affecting fire safety, egress, or common elements

Work that may **not require** a permit includes:

- Painting, wallpaper, flooring, carpeting
- Replacing fixtures without altering plumbing or wiring
- Patching drywall or minor cosmetic repairs

Disclaimer: Even when a permit is not required, all work must comply with the Florida Building Code, City of Boca Raton ordinances, and Palm Beach County rules.

Contractor Information:

Contractor: _____ **Phone #:** _____

Estimated Time of Completion: _____ **Email:** _____

Additional Conditions

- No work may interfere with or obstruct any easements.
- No work may cause a nuisance or interfere with the peace, privacy, or safety of other residents.
- Licensed and insured contractors are required to perform all work.
- All required governmental permits must be obtained and submitted (Step 2).
- Work must begin within 45 days of approval and be completed within a reasonable period.
- **Emergency Work:** If emergency work is performed without prior approval or permitting, the unit owner assumes full responsibility for any resulting damage, violations, or costs.
- **Owner Responsibility & Disclaimer:** The Association's approval is limited to compliance with the Declaration, Bylaws, and Rules & Regulations. It does not constitute confirmation of compliance with building codes, ordinances, or permitting laws. The owner is solely responsible for obtaining and complying with all required governmental approvals and permits.

Homeowner Acknowledgment:

By signing, I acknowledge that I am responsible for complying with all government permitting requirements and will hold the Association harmless from any damages, violations, or claims resulting from unpermitted or improper work. Additionally, I have completed the requested information above, will sign the form below, and will email this document, along with the required documents, to the email address at the top of this document.

For the integrity of the review, **I will submit a single PDF** containing the form, the vendor's license and insurance, and the project documentation.

Homeowner Signature: _____ **Date:** _____

ARC Decision (Committee Use Only)

- Approved as Submitted
- Approved with Conditions: _____
- Denied – Reason: _____

Signature: _____ **Title:** _____

Approved by (Print Name): _____ **Date:** _____

APPENDIX: If you need the images in a larger format, email David Slavin at dslavin@grsmgt.com.

Home Depot: Please use the Guard House's phone number to find our Home Depot account.



Sherwin-Williams: They should be able to look up “Town Place Exterior Fence.”



UCI:



2022

TOWN PLACE CONDO

BY: BISCAYNE PTG

SUBSTRATE	PRODUCT	INDEX#	COLOR
BODY	50-100	22076	BALLET WHITE 50-3685
TRIM	50-000	37287	BROWNSTONE 50-3695
DOORS	571-000	37287	BROWNSTONE