

ENCHANTING SHORES CO-OP, INC.

17 Turquoise Avenue, Naples, FL 34114

Phone: 239-775-1221 & Fax: 239-775-5955

APPLICATION FOR PROPERTY IMPROVEMENTS

Name: _____ Phone: _____

Street address: _____ (Please print all information clearly!)

READ CAREFULLY PRIOR TO SIGNING:

It is the full responsibility of the Shareholder/contractor to verify with the County whether a County Permit is required for the work planned. If you are uncertain, you should call the county at **239-252-5520**. Furthermore, it is the Shareholder's responsibility to obtain such permit(s) if required, prior to commencing the actual work on the planned improvement. Failure to do so will deem any ESC approval herein null and void; and such non-ESC permitted improvements(s) must be immediately removed. Any and all Impact or Permit Fees are at the obligation of the Shareholder and their sole responsibility.

I have read the Architectural Guidelines and this proposed project complies with the guidelines.

Shareholder's Signature: _____ Date: _____

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Work to be completed by Owner _____, or Contractor: _____

License# _____; County Permit # _____ (copy attached)

IMPROVEMENT REQUESTED:

Driveway _____ ***Exterior Painting _____ Irrigation System _____

Patio Blocks _____ Roof _____ Screen Room _____ Sidewalk _____

***Siding _____ Steps _____ Windows _____

Tree Planting and/or Tree Removal _____ (COMPLETELY REMOVE STUMP**)

Other _____ Please Explain: _____

**Type of Tree to be Planted and/or Removed: _____

***Siding and/or Exterior Painting - Indicate color here: _____

SEE REVERSE SIDE FOR FURTHER DETAILS & APPROVALS

SPECIAL NOTATION: A sketch of existing structure/lot showing the proposed improvement(s) shall be attached to this form and should include detailed dimensions and any pertinent information.

APPLICATION PROCESSING TIME FRAMES

Applications must be submitted to the Property Manager no later than **noon** on Tuesday for processing to be completed by Friday of the same week. Past the **noon** deadline, the Application will be processed the following week.

If an Application cannot be completed by the end of the week, the Shareholder will be notified and advised of the expected completion date. In unusual or unprecedented cases the Board of Directors will decide approval/denial.

NO WORK ON ANY PROJECT CAN COMMENCE UNTIL YOU RECEIVE AN APPROVAL OF YOUR APPLICATION. CONCRETE CANNOT BE POURED UNTIL FORMS ARE INSPECTED BY THE BUILDING & GROUNDS COMMITTEE. INSPECTION AFTER POURING IS ALSO NEEDED. RETURN THIS FORM TO BUILDINGS & GROUNDS COMMITTEE OR PROPERTY MANAGER WHEN WORK IS COMPLETED FOR FINAL INSPECTION.

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INSPECTION, APPROVAL AND/OR DECLINE SECTION

Inspection by: _____
Building & Grounds Committee

Application Approval Date: _____ CO-OP Permit #: _____

Application Decline Date: _____

Reason for Decline: _____

Concrete Forms Inspection Date: _____ Approved by: _____

Poured Concrete Inspection Date: _____ Approved by: _____

**NO WORK, EXCEPT OF AN EMERGENCY NATURE APPROVED IN WRITING BY ANY DIRECTOR OR THE PROPERTY MANAGER, MAY BEGIN BEFORE 8:00 AM OR CONTINUE PAST 6:00 PM MONDAY THROUGH SATURDAY.
NO WORK ON SUNDAY UNLESS APPROVED BY ANY DIRECTOR OR THE PROPERTY MANAGER.**