

# **Rainberry Bay Architectural Control Board (ACB) and Architectural Control Committee (ACC)**

REQUEST FOR APPROVAL OF PROPOSED, CHANGE, ALTERATION OR ADDITION

OWNER'S NAME(S) \_\_\_\_\_ DATE \_\_\_\_\_

OWNER'S EMAIL \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_ OWNER'S PHONE # \_\_\_\_\_

DESCRIPTION OF WORK TO BE DONE \_\_\_\_\_

NAME, ADDRESS, PHONE NUMBER, EMAIL ADDRESS OF CONTRACTOR \_\_\_\_\_

OWNER OR CONTRACTOR MUST CHECK THE FOLLOWING, **AS BEING INCLUDED WITH THIS REQUEST:**

- DRAWINGS OF PROPOSED WORK AS SUBMITTED FOR PERMIT, THESE NEED NOT BE PERMIT READY FOR PURPOSES OF **INITIAL** ACB/ACC APPROVAL. WHEN THEY ARE READY, PERMIT DRAWINGS AS REQUIRED BY THE CITY MUST BE PROVIDED TO THE ACB/ACC FOR REVIEW.
- MOST RECENT SURVEY - MARKUP TO SHOW HOW THIS WILL IMPACT LOT LINES, OTHER STRUCTURES AND EASEMENTS. SEE PAGE 2 FOR ADDITIONAL INFORMATION. NEW SURVEY WHERE REQUIRED BY THE CITY SHOULD BE SUBMITTED TO THE ACB/ACC WHEN PREPARED.
- COPY OF CONTRACTOR'S LICENSE, CITY REGISTRATION AND CERTIFICATE OF LIABILITY INSURANCE – **NEED NOT BE SUBMITTED FOR **INITIAL** REQUEST BUT MUST BE SUBMITTED WITH PERMIT READY PACKAGE**
- COPY OF CONTRACT OR PROPOSAL - **NEED NOT BE SUBMITTED FOR **INITIAL** REQUEST BUT MUST BE SUBMITTED WITH PERMIT READY PACKAGE**

**Owners and Contractors please note: All work is subject to City of Delray Beach Ordinances and Permits.**

**All work must be performed by licensed contractors unless the Owner acts as own contractor per City Rules.**

OWNER(S) STATEMENT I/WECERTIFY BY SIGNING THIS FORM BELOW THAT:

I/WEUNDERSTAND AND AGREE THAT ANY CHANGE WILL CONFORM TO THE EXTERIOR DESIGN, COLOR APPEARANCE AND CHARACTER OF THE PRESENT STRUCTURE. I FURTHER AGREE THAT ALL WORK WILL BE IN ACCORDANCE WITH THE RAINBERRY BAY ARCHITECTURAL CONTROL BOARD/ARCHITECTURAL CONTROL COMMITTEE RULES **A COPY OF WHICH IS ATTACHED TO THIS FORM.**

I/WEUNDERSTAND THAT THE OWNER ASSUMES ALL RESPONSIBILITY FOR ANY PROBLEMS; (LEAKS, ETC.) THAT MAY OCCUR AS A RESULT OF THIS CHANGE.

I/WEUNDERSTAND THAT NO EXCAVATION WILL BE DONE PRIOR TO OBTAINING UNDERGROUND UTILITY MARKING OR CLEARANCE VIA THE FLORIDA "SUNSHINE 811" PROGRAM AND THE HOMEOWNER'S ASSOCIATION FOR THE UNDERGROUND IRRIGATION PIPING AND WIRING.

I/WE UNDERSTAND THAT ANY APPROVED ARCHITECTURAL CHANGES TO THE ORIGINAL BUILDING OR PLANTINGS ARE THE RESPONSIBILITY OF THE HOMEOWNER, THIS INCLUDES ANY MAINTENANCE OF ANY STRUCTURES OR PLANTINGS. ALL PLANTINGS MUST BE POSITIONED FOR EASY ACCESS TO LARGE LAWNMOWER TO ALL AREAS

OWNER SIGN \_\_\_\_\_ OWNER SIGN \_\_\_\_\_

APPROVAL ACTIONS OF THE ACB/ACC WILL BE PROVIDED ON SEPARATE COMPLETED ACTION APPROVAL RECORDS

VERSION OF MARCH 1, 2021

**Rainberry Bay Architectural Control Board and Architectural  
Control Committee**

ADDITIONAL INFORMATION RELATING TO SUBMITTING A REQUEST FOR APPROVAL OF  
PROPOSED, CHANGE, ALTERATION OR ADDITION

1. COMPLETE THE REQUEST FORM BY PRINTING IT (OR GETTING A PAPER COPY FROM THE MANAGEMENT OFFICE) AND FILLING IT OUT BY HAND OR BY FILLING IN THE FORM FIELDS USING ACROBAT OR ACROBAT READER OR OTHER SOFTWARE.
2. SURVEY SUBMISSION TO THE ACB/ACC IS NOT REQUIRED FOR WORK THAT DOES NOT CHANGE ANY SETBACKS OR SURVEY ATTRIBUTES (INCLUDING LANDSCAPING), SUCH AS REPLACING EXISTING WINDOWS OR DOORS, ADDING A SKYLIGHT, OR INSTALLING HURRICANE SHUTTERS. THE CITY MAY STILL REQUIRE A SURVEY.
3. RETURN THE SIGNED COPY TO THE MANAGEMENT OFFICE TOGETHER WITH ANY OTHER DOCUMENTS REQUIRED BY THE FORM. **THE REQUEST MAY NEED TO BE SUBMITTED SEVERAL TIMES TO PROVIDE ALL THE DOCUMENTS NEEDED TO BE PROVIDED BY THE OWNER.**
4. COPIES OF A PERMIT WHERE REQUIRED BY THE CITY MUST BE PROVIDED TO THE OFFICE PRIOR TO ANY CONSTRUCTION RELATED WORK BEING PERFORMED.

Building construction and alteration work in the City of Delray Beach is regulated by the City  
and NOT BY PALM BEACH COUNTY.

**Information related to obtaining a City of Delray Beach Building permit:**

City web pages that should be checked for current information: These change from time to time.

<https://www.delraybeachfl.gov/government/city-departments/development-services/building/building-permit-applications>

<https://www.delraybeachfl.gov/government/city-departments/development-services/building/building-codes>

**City of Delray Beach Building Permit Applications and Notice of Commencement can be  
downloaded from the City web site or picked up at City Hall.**