

# Rainberry Bay Architectural Control Board (ACB) or Architectural Control Committee (ACC)

REQUEST FOR APPROVAL OF PROPOSED, CHANGE, ALTERATION OR ADDITION

Please fill out form and email to [rainberrybay@fsresidential.com](mailto:rainberrybay@fsresidential.com)

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

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

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

DESCRIPTION OF WORK TO BO DONE: \_\_\_\_\_

**NO WORK MAY COMMENCE UNTIL INITIAL ACC APPROVAL IS ACCOMPANIED BY A COPY OF THE PERMIT IF APPLICABLE FOR THE PROPOSED PROJECT. IF WORK BEGINS PRIOR TO BEING AUTHORIZED, THE HOMEOWNER MAY BE IN VIOLATION OF THE RULES AND REGULATIONS OF THE ASSOCIATION. THIS COULD RESULT IN POSSIBLE FINES.**

**Please note work to be done could be subject to the City of Delray Beach Ordinances and Permits.**

NAME OF CONTRACTOR: (IF WORK IS BEING DONE BY OWNER, PLEASE LEAVE THIS BLANK AND CHECK THE BOX) <input type="checkbox"/> NO CONTRACTOR/ BY OWNER	ADDRESS:
EMAIL:	PHONE:

**Homeowners Association:**

- |  |                                       |   |                                  |                                       |                                     |
|--|---------------------------------------|---|----------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Screen Enclosures | <input type="checkbox"/> Shutters     | <input type="checkbox"/> Doors          | <input type="checkbox"/> Windows | <input type="checkbox"/> Fence & Gate | <input type="checkbox"/> Pavers     |
| <input type="checkbox"/> Landscaping       | <input type="checkbox"/> Awning       | <input type="checkbox"/> Steppingstones | <input type="checkbox"/> Walkway | <input type="checkbox"/> Pergolas     | <input type="checkbox"/> Generators |
| <input type="checkbox"/> Shed              | <input type="checkbox"/> Other: _____ |   |                                  |                                       |                                     |

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

<input type="checkbox"/>	DRAWINGS OF PROPOSED WORK AS SUBMITTED FOR PERMIT. THESE NEED NOT BE PERMIT READY FOR THE PURPOSE OF THE INITIAL ACB OR ACC APPROVAL. THE FINALIZED PERMIT DRAWINGS MUST BE PROVIDED TO THE ACC FOR REVIEW.  INITIAL SUBMITTAL _____ Date _____ Comments: _____
<input type="checkbox"/>	FINALIZED SUBMITTAL: _____ Date _____
<b>Permit Number:</b> _____ <b>ADDITIONAL COMMENT:</b> _____	
<input type="checkbox"/>	MOST RECENT SURVEY – MARK UP TO SHOW HOW THIS WILL IMPACT LOT LINES, OTHER STRUCTURES AND EASEMENTS. PLEASE SEE PAGE 3 FOR ADDITIONAL INFORMATION.
<input type="checkbox"/>	COPY OF SUNSHINE 811 TICKET REPORT (DETAILED TICKET WHEN THEY WILL BE ON PROPERTY) THIS IS A FREE SERVICE TO AVOID HITTING ANY UNDERGROUND FACILITIES! <a href="http://WWW.SUNSHINE811.COM">WWW.SUNSHINE811.COM</a> – 1(800)432-4770
<input type="checkbox"/>	COPY OF WORK ORDER COMPLETION THAT PALM BEACH BROWARD LANDSCAPING HAS REVIEWED THE IRRIGATION BEFORE THE COMMENCEMENT OF WORK
<input type="checkbox"/>	COPY OF CONTRACTOR'S LICENSE AND CERTIFICATION OF LIABILITY INSURANCE. PLEASE NOTE THE ASSOCIATION IS TO ALSO BE LISTED AS AN ADDITIONAL CERTIFICATE HOLDER: RAINBERRY BAY MASTER ASSOCIATION 2801 RAINBERRY CIRCLE S DELRAY BEACH, FL 33445
<input type="checkbox"/>	COPY OF CONTRACT OR PROPOSAL (PRICING MAY BE OPTED OUT)

**Rainberry Bay Architectural Control Board (ACB) or  
Architectural Control Committee (ACC)**

REQUEST FOR APPROVAL OF PROPOSED, CHANGE, ALTERATION OR ADDITION

Please fill out form and email to [rainberrybay@fsresidential.com](mailto:rainberrybay@fsresidential.com)

**OWNER(S) STATEMENT I/WE CERTIFY BY SIGNING THIS FORM BELOW THAT:**

I/WE UNDERSTAND 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 MUST BE ACCORDANCE WITH THE RAINBERRY BAY ACB OR ACC RULES. A COPY OF WHICH IS ATTACHED TO THIS FORM.

I/WE UNDERSTAND THAT THE OWNER ASSUMES ALL RESPONSIBILITY FOR ANY PROBLEMS INCLUDING LEAKS, ETC., THAT MAY OCCUR AS A RESULT OF THIS CHANGE.

I/WE UNDERSTAND THAT NO EXCAVATION WILL BE DONE BEFORE 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 LAWN MOWERS TO ALL AREAS.

OWNER SIGN: \_\_\_\_\_ Date: \_\_\_\_\_

Co-OWNER SIGN: \_\_\_\_\_ Date: \_\_\_\_\_

Architectural Modification has been partially approved by Committee Member.

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Architectural Modification has been approved by Committee Member

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Comment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Architectural Modification has been Denied by Committee Member:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Additional comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Rainberry Bay Architectural Control Board (ACB) or  
Architectural Control Committee (ACC)**

REQUEST FOR APPROVAL OF PROPOSED, CHANGE, ALTERATION OR ADDITION

Please fill out form and email to [rainberrybay@fsresidential.com](mailto:rainberrybay@fsresidential.com)

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

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.

SURVEY SUBMISSION TO THE ACB OR ACC IS NOT REQUIRED FOR WORK THAT DOES NOT CHANGE ANY SETBACKS OR SURVEY ATTRIBUTES, SUCH AS REPLACING EXISTING WINDOWS OR DOORS, ADDING A SKYLIGHT, OR INSTALLING HURRICANE SHUTTERS. THE CITY MAY STILL REQUIRE A SURVEY.

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 AS THE WORK PROGRESSES.

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:

1. <https://www.delraybeachfl.gov/government/city-departments/development-services/building/building-permit-applications>
2. <https://www.delraybeachfl.gov/government/city-departments/development-services/building/faq>
3. <https://www.delraybeachfl.gov/government/city-departments/development-services/building/building-codes>

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

**Rainberry Bay Architectural Control Board (ACB) or  
Architectural Control Committee (ACC)**

REQUEST FOR APPROVAL OF PROPOSED, CHANGE, ALTERATION OR ADDITION

Please fill out form and email to [rainberrybay@fsresidential.com](mailto:rainberrybay@fsresidential.com)

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

Permit Applications & Forms

Listed below are applications, forms and checklists that you can download from the City of Delray Beach website.

Effective Sept 1, 2014, ALL permits will require signed contracts with two (2) signatures. Signatures must include owner OR tenant AND contractor of record OR design professional of record.

Permit Applications

Building Permit Application (4-page form)

Demolition Permit (Form is under review; contact office: 561-243-7200)

Electrical Permit

Application Fence

Permit Application

Landscape

Application

Mechanical Permit

Application Plumbing

Permit Application

Roof Permit

Application Shutter

Permit Application

Tree Scrub & Vegetation Removal Application

Additional Documents:

Checklist for Construction Requiring a

Separate Permit Fee Schedule (increase  
8/7/12)

Landscape Codes

Notice of

Commencement

Directions to WPB to

file NOC Owner

Builder Affidavit

Recommended Native Plant

Materials Utility Approval Form

**Rainberry Bay Architectural Control Board (ACB) or  
Architectural Control Committee (ACC)**

REQUEST FOR APPROVAL OF PROPOSED, CHANGE, ALTERATION OR ADDITION

Please fill out form and email to [rainberrybay@fsresidential.com](mailto:rainberrybay@fsresidential.com)

## IRRIGATION INSPECTION

Any project that requires a shovel going in the ground must have the irrigation vendor inspect the location as part of the ACC/ACB application process.

This form is to be completed before ACB/ACC will make any FINAL decision for approval. The homeowner must provide a copy of this completed form to the ACB/ACC as part of the request change process. The homeowner can put in a workorder through the office requesting this inspection.

(To be filled out by the irrigation vendor)

Project address: \_\_\_\_\_

Description of necessary re-routed, capped off or added irrigation heads:

---

---

---

---

***Note: Cost to repair any damage done to the irrigation system caused by this project by the homeowner or their private vendor will be charged to the homeowner***

Irrigation Manager (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Irrigation Manager (Signature) \_\_\_\_\_

Homeowner (Print) \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner (Signature) \_\_\_\_\_