



GRAND ELK OWNERS ASSOCIATION

Design Review Board

APPLICATION FOR RESIDENTIAL LANDSCAPING

APPLICATION required if project is installation of new landscaping and/or major excavation of dirt for existing landscaping projects

See Grand Elk Ranch and Club Design Guidelines and Regulations, Section 4 & Appendix A & B.
Application will be accepted for review when ALL information is provided, ALL fees & deposits are paid and upon verification Applicant/Property Owner is current on ALL Grand Elk Owners Association assessments, levies and/or fines.

TO BE COMPLETED BY APPLICANT. PLEASE FILL IN PDF FORM OR PRINT CLEARLY.

PROJECT LOCATION Lot _____ Village _____ Street Address of Lot _____

PROPERTY OWNER _____ Email _____

Mailing Address _____

Phone _____ Cell _____

*The Preliminary Review is typically performed within one week after your **COMPLETE** submission is received. It will detail changes, additions or deficiencies that need to be met before your application will be scheduled for review by the Design Review Board.*

Where do you want the Preliminary Review notes sent?

EMAIL ADDRESS REQUIRED: _____

FEES: Refer to Section 8.5 and Appendix D. All Fees and Deposits MUST BE PAID IN FULL on the owner's portal with CFI at time of application submission. The Preliminary Review will not be scheduled if application is incomplete and fees & deposits are unpaid. Applicant/Owner must be current on ALL Grand Elk Owners Association assessments, levies and/or fines.

INSTRUCTIONS ON PAYING FEES & DEPOSITS: Email ChairDRB@gmail.com to request fees & deposits be posted on the owner's portal. In the email, please state your name, lot, address and type of application (New Construction, Change Request/Variance, Improvement, Paint, Landscaping, etc.)

FEE: \$200 CONFIRMED - PAID ON OWNER PORTAL ☐ Date _____

See Section 4 and Appendix A & B (Approved & Prohibited Species) in the Design Guidelines & Regulations

ITEM	TYPES/SPECIES, QUANTITY & MATERIAL
Trees	
Shrubs	
Grass	
Ground Cover	
Retaining Wall, Border Wall	
Sidewalks/path ways/pavers	
Flowers/plants	
Boulders, rocks, concrete	
Fire pit & other features	
COMMENTS	

Please submit an ELECTRONIC FILE of the following:

- Completed Application and payment of all Fees & Deposits
 - Landscape Plan (to scale) showing existing and proposed features with schedule/legend indicating type and quantity of all proposed plants and landscaping material (a hand drawn is acceptable)
 - Colored photograph showing each side of residence and all areas to be modified
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- **Please make sure date of submission, your name, property street address and legal description are on ALL items submitted.**
 - Label electronic files with : FILE NAME, LAST NAME, ADDRESS & LEGAL DESCRIPTION

Landscape Plan Jones 1430 Wildhorse Drive E68
 - Email required files to gedrb2@gmail.com.
 - It is the responsibility of the Builder and/or Owner, Architect, Contractor or Authorized Agent to obtain a current copy of the most recently revised guidelines by visiting <https://grandelkliving.com/homeowners-association/design-review-board/>
 - All required items are to be received a minimum of **21 days** before the monthly Design Review Board meetings. Visit <https://grandelkliving.com/homeowners-association/design-review-board/> for meeting dates and due dates.
 - If you are seeking immediate review, please indicate the time frame and the reasons.

STATEMENT OF RECOGNITION

I have read, understood and affirm that I will comply with the Grand Elk Ranch & Club Design Guidelines and Regulations concerning the guideline parameters and procedures for the design and construction processes at the Grand Elk Ranch & Club. I acknowledge that a Final Inspection & Release Letter is required to apply and obtain a Certificate of Occupancy from the Winter Park Building Department. I further acknowledge that I have authority to sign on behalf of the corporation/company if the owner and/or builder are a corporation/ company. I further acknowledge that all fees and deposits are paid in full and that all parties signing are current on all Grand Elk Owners Association assessments, levies and/or fines.

Signed_____ Date_____