

ARCHITECTURAL CHANGE REQUEST (ARC) FORM

Date Submitted _____ ID # _____

Homeowner Name _____

Address _____ Association _____

For all items involving color selections, review your association's approved color palette before making your choices.

Project Information

Exterior painting: Color swatches must be attached for each color.

Body color _____ Trim color _____

Front door _____ Garage door _____

Driveway: Color swatches must be attached for each color.

Brick Pavers _____ Paint _____

Color(s) _____

Roof: Color swatch must be attached.

Roofing material _____ Color _____

Fence: You must submit a copy of your plat with the fence location outlined on the copy; including specifications and setbacks.

Type of fence: Wood _____ PVC _____

Color of fence, if PVC _____

Pool and/or Lanai: You must submit a copy of your plat with the pool / lanai location outlined on the copy; including specifications and setbacks.

Lanai color _____

Screen color _____

Other exterior change:

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Homeowner Responsibility Acknowledgement

I have read and agree to all the terms and conditions of the Architectural Change Request (ARC) form -- signature below and initials required by each item:

1. _____ I understand that the ARC form and all required attachments and documents are required to be submitted in advance of any exterior changes.
2. _____ I understand that the board or committee has 30 days from the date they received the ARC form to make a decision on the request.
3. _____ I understand and agree that I will not start work on my property until after I have been notified in writing that the ARC request has been approved.
4. _____ I understand that if I proceed forward with any portion of the requested work prior to receiving the approval in writing and the work does not meet the standards set by the board or committee, I will be required to change the work to meet the standards -- entirely at my own expense.
5. _____ I understand that I may not modify any approved change without re-submitting the request for review and approval.
6. _____ I understand that all expenses related to changing any non-compliant portion of work done is entirely at my own expense.
7. _____ I understand the Architectural Committee or Board will advise me in writing of their approval or denial of the request, and that an approval is valid for a six month period following the approval date.
8. _____ **I understand that I am solely responsible for any required permits related to the project.**

Homeowner
Signature _____ Date _____

For Association Architectural Review Committee / Board of Directors Use Only:

Request Received Date: _____ Review Date: _____

Approved _____ Denied _____

Signed _____ Signed _____

Signed _____ Signed _____