

Architectural Request Form

- This is a request form to be completed by the homeowner only and submitted to the Architectural Review Committee or Board (ARC or ARB) before any work commences on the subject property.
- A separate form must be completed for each project.
- Please allow up to 30* days from the time we received your complete submission for the results of the review. *Some communities allow more or less time, see your Association's Documents for further details.

Request Requirements

- **Attach a copy of your plot plan or survey showing where the additions such as a fence, porch, etc. is to be located. All materials, dimensions, and finishes must be described in detail and color samples must be attached for any paint or other finishes. All requests must conform to the local zoning and building regulations and you must obtain all necessary permits if your request is approved by the Architectural Review Committee.**
- **This form must be signed and submitted by the owner of the subject property.**

Request Information

Date of Submission _____

Name of Your Community _____

Property Owner Name _____

Property Owner Email _____ Phone _____

Property Address _____
(Subject Property)

Mailing Address _____
(If Different from Subject Property)

Requested Change

Select ONE ONLY

Painting
Addition
Fencing
Screen Enclosure
Pool
Play Set
Landscaping
Walk/Driveway
Roofing
Other

Description of Changes/Additions

-continued-

Conditions, Restrictions, and Limitations

- This request is subject to all conditions, restrictions and limitations noted on this form (front and back).

All Approvals are Subject to the Following Conditions

- Property owners and contractor(s) are responsible for obtaining and complying with all building permits, building codes, and setbacks. All work must meet county and local ordinances for landscape and tree replacement guidelines.
- Property owner is responsible for restoring, regrading, and replacing any damaged grass, plants, or other property on adjacent or nearby lots, easements, or common property that may be damaged as a result of this project.
- Proposed structures shall not encroach on any platted setback or easement nor may they adversely affect any design or approved drainage flow on this or any other lot. Property owner must accept liability for encroachment or damage to any easements.
- All materials used during alteration process must be neatly stored on site. Upon completion, all excess materials must be removed within 14 days.
- Any fence shall not encroach onto any property owned or controlled by the Association and shall not obstruct or impede approved drainage flow on this lot or any other. Height of homeowner’s fence cannot exceed the height of any community fence. The finished side of the fence shall face the street and neighboring properties.
- All work must be completed within 90 days of the date of this signed approval.
- Owner must continue to maintain property during construction.

Form Submission

Please upload this completed form and attachments to your Association’s Homeowner Portal at portal.greatcommunities.com or mail or drop form off to Specialty Management Company, 1000 Pine Hollow Point, Altamonte Springs, FL 32714.

Property Owner Signature

I, the owner of the subject property, agree to all terms, conditions, and requirements spelled out in the Association’s Declaration, Restrictions, Articles of Incorporation, By Laws, Rules and Regulations, Architectural Review Guidelines, and Community Standards, and this document.

Homeowner’s Signature _____ Date _____

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| This Section to be Completed by Architectural Review Committee | |
| <p style="text-align: center;">Review Notes</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>Approved as Submitted Approved with Changes Denied</p> | <p>Agent for ARC Name _____ Signature _____ Date _____</p> |