

[ASSOCIATION NAME]

Architectural Review Committee

APPLICATION FOR ARCHITECTURAL REVIEW

TO: [ASSOCIATION NAME], c/o [MANAGEMENT COMPANY OR ASSOCIATION OFFICE]

[STREET ADDRESS], [CITY], FL [ZIP]

Email: [ASSOCIATION EMAIL] | Phone: [ASSOCIATION PHONE]

RE: Request for approval of an exterior modification, addition, or alteration

QUESTIONS ABOUT THE STANDARDS THAT APPLY TO YOUR PROJECT: [CONTACT NAME AND ROLE]

Deliver the completed application and all attachments to the address above.

READ THIS BEFORE YOU START

A. **Do not begin work until you have written approval in hand.** Work that starts before written approval is at your own risk. You may be required to modify or remove it at your own expense.

B. Verbal approval from a director, a committee member, a manager, or a neighbor is not approval. Approval exists only when it is in writing, signed, and delivered to you.

C. **Approval by this association is not a permit.** You remain responsible for every county and municipal permit, inspection, code requirement, setback, easement, and utility clearance that applies to the work.

I. OWNER AND PROPERTY

Owner name or names of record: [OWNER NAME]

Property address in the community: [PROPERTY ADDRESS]

Lot, unit, or building number: [LOT OR UNIT NUMBER]

Mailing address, if different: [MAILING ADDRESS, OR WRITE SAME AS ABOVE]

Phone: [OWNER PHONE] | Email: [OWNER EMAIL]

Preferred method of written notice: ☐ Email ☐ Mail

This community is a: ☐ Homeowners' association ☐ Condominium ☐ Cooperative

Date submitted: [DATE SUBMITTED]

The owner of record signs this application. A tenant may not apply in the owner's place.

II. WHAT YOU ARE REQUESTING

☐ Installing, displaying, or storing an item on the property, such as artificial turf, a boat, a flag, a vegetable garden, a clothesline, or a recreational vehicle.

☐ Construction of a structure or other improvement, such as a room addition, pool, deck, screen enclosure, fence or wall, driveway, or roof.

☐ Not sure, please advise.

If you checked construction of a structure or other improvement, skip the visibility question below and go to Section III. Construction is reviewed under the governing documents whether or not anyone can see it. Not being visible does not take a structure or an improvement out of review.

If you are installing, displaying, or storing an item, answer this: is any part of the item visible from the front of your property, from an adjacent property, from an adjacent common area, or from a community golf course?

☐ Yes ☐ No ☐ Not sure, please advise

If you answered yes, or you are not sure, complete the rest of this application, starting at Section III. The committee will tell you if no approval was needed.

If you answered no, and you checked homeowners' association above, describe the item on the lines below, submit the completed application so the association has a record, and continue with your installation. No approval is required for that item.

If you answered no, and you checked condominium or cooperative above, the visibility answer does not end the review. Complete the rest of this application, starting at Section III.

Item, if not visible: [DESCRIBE THE ITEM]

III. PROJECT TYPE (check every type that applies)

- ☐ Paint or exterior color change
 - ☐ Roof replacement or roof material change
 - ☐ Windows or exterior doors
 - ☐ Driveway, walkway, or other hardscape
 - ☐ Fence or wall
 - ☐ Screen enclosure or lanai
 - ☐ Pool or spa
 - ☐ Deck, patio, or pergola
 - ☐ Room addition or structural change
 - ☐ Landscaping, tree removal, or grading
 - ☐ Exterior lighting
 - ☐ Satellite dish or antenna
 - ☐ Mailbox, house numbers, or exterior fixtures
 - ☐ Hurricane protection, including impact windows and doors, storm shutters, a reinforced garage door, an exterior fixed generator, a fuel storage tank, or a roof system meeting ASCE 7-22 standards.
- Complete Section IV as well.
- ☐ Other: [DESCRIBE OTHER PROJECT TYPE]

IV. HURRICANE PROTECTION PRODUCTS

Complete this part only if you checked hurricane protection above. Hurricane protection is checked against the specifications this association has adopted rather than reviewed on appearance.

Product type: [PRODUCT TYPE]

Manufacturer and model: [MANUFACTURER AND MODEL]

Florida product approval or NOA number: [APPROVAL NUMBER, OR WRITE NONE]

Color and finish: [PRODUCT COLOR AND FINISH]

Installer: [INSTALLER NAME]

Conforms to the association's adopted specifications: ☐ Yes ☐ No ☐ Specifications not provided to me

V. DESCRIPTION OF THE WORK

What are you doing? Attach additional pages if you need them.

[DESCRIBE THE WORK]

Exact location on the property: [LOCATION ON THE PROPERTY]

Overall dimensions, length, width, height: [DIMENSIONS]

Distance to the nearest property line: [DISTANCE TO PROPERTY LINE]

Distance to the nearest structure: [DISTANCE TO STRUCTURE]

Primary material: [PRIMARY MATERIAL]

Secondary or trim material: [TRIM MATERIAL, OR WRITE NONE]

Color name, code, and manufacturer: [COLOR NAME, CODE, AND MANUFACTURER]

Finish or texture: [FINISH OR TEXTURE]

Existing condition being replaced or removed: [EXISTING CONDITION, OR WRITE NONE]

Effect on drainage, grade, or an existing easement: [EFFECT, OR WRITE NONE]

Does the work touch a shared wall, roof, or other element the association maintains? ☐ Yes ☐ No

VI. CONTRACTOR

Complete this if someone other than you is performing the work.

Company name: [COMPANY NAME]

Contact name: [CONTRACTOR CONTACT NAME]

Address: [CONTRACTOR ADDRESS]

Phone: [CONTRACTOR PHONE] | Email: [CONTRACTOR EMAIL]

Building permit number, if a permit is required: [PERMIT NUMBER, OR WRITE NONE REQUIRED]

Permit issuing jurisdiction: [CITY OR COUNTY, OR WRITE NONE]

Certificate of insurance attached: ☐ Yes ☐ No ☐ Not applicable

Choose not applicable if the work does not involve association maintained property, a common area, a shared building element, or access through a common area.

This association does not ask your contractor to present or prove a professional or occupational license, and will not condition entry onto your property on one. The permit number above is how the association confirms the work is permitted. It is not a licensure check.

VII. ATTACHMENTS

Check each item you have attached. An application missing a required attachment is returned as incomplete with a note saying what is missing.

Required

- ☐ Written description of the work, or an attached scope
- ☐ Drawing, sketch, or plan showing what is being built and where
- ☐ Color and material samples, or manufacturer specification sheets with color codes

Required when applicable

- ☐ Survey or plot plan with the proposed change drawn on it, for anything that changes the footprint, grade, or drainage
- ☐ Photographs of the existing condition and the affected elevation
- ☐ Manufacturer brochure or product data sheet
- ☐ Building permit or permit application, where the jurisdiction requires one
- ☐ Engineering or structural documents, where the jurisdiction requires them
- ☐ Landscape plan identifying plant species and mature size, for planting or removal
- ☐ Tree removal documentation required by the county or municipality

Not required by this association

Contractor licensure documentation. See Section VI.

VIII. SCHEDULE

Estimated start date: [ESTIMATED START DATE]

Estimated completion date: [ESTIMATED COMPLETION DATE]

Anticipated working hours: [ANTICIPATED WORKING HOURS]

Will any work require access through a common area? ☐ Yes ☐ No

Completed applications received by [CUTOFF TIME AND DAY] are placed on the agenda for the next [REVIEW BODY NAME] meeting. Meetings are held [MEETING SCHEDULE] at [MEETING LOCATION]. The response window under this association's governing documents is [RESPONSE WINDOW, OR WRITE NOT SPECIFIED].

IX. OWNER ACKNOWLEDGEMENTS (initial each line)

____ 1. I will not begin work until I have written approval.

____ 2. I will obtain every permit and approval required by the county, the municipality, and any other authority with jurisdiction, and I will comply with all applicable codes.

____ 3. I will build what was approved. If the work changes in material, color, dimension, or location, I will submit the change for approval before building it.

____ 4. I am responsible for the completed work, and for its ongoing maintenance, repair, and replacement, unless the declaration assigns that responsibility to the association.

____ 5. If the work damages association property, a common area, a shared element, or a neighboring property, I am responsible for restoring it.

____ 6. I will keep the work area reasonably clean, will keep materials and debris out of common areas and off neighboring property, and will remove debris promptly.

____ 7. If approval is granted subject to conditions, the conditions are part of the approval and I accept them.

____ 8. I understand the approval expires if work has not begun within [APPROVAL PERIOD] of the approval date, and that I may request an extension in writing before it expires.

____ 9. The information in this application is accurate and complete to the best of my knowledge.

X. OWNER SIGNATURE

By signing, I confirm I am an owner of record of the property described above, that I have read this application, and that I am submitting it for review.

Owner signature _____ Date _____

Print name: [OWNER PRINT NAME]

Co-owner signature, if applicable _____ Date _____

Print name: [CO-OWNER PRINT NAME]

WHAT THIS REVIEW COVERS

The committee reviews this application against the appearance and location standards in the governing documents and the published architectural guidelines. It does not review the work for structural adequacy, engineering sufficiency, code compliance, water intrusion risk, fitness for purpose, or workmanship, and it does not employ or supervise your contractor. Approval means the proposal is acceptable under those standards. It is not a representation that the design is sound, that the work will be done well, or that it complies with any building code. Nothing in this form waives, and nothing in it enlarges, any right the owner or the association has under the governing documents or Florida law.

FOR ASSOCIATION USE ONLY

XI. REVIEW RECORD

Application received: [DATE RECEIVED] | Initials: [RECEIVED BY INITIALS]

Application reviewed: [DATE REVIEWED] | Initials: [REVIEWED BY INITIALS]

Owner notified in writing: [DATE OWNER NOTIFIED] | Initials: [NOTIFIED BY INITIALS]

Deciding body: [] Architectural review committee [] Board of directors [] Other: [OTHER DECIDING BODY]

Meeting at which the decision was made: [MEETING DATE]

Meeting notice posted or delivered on [NOTICE POSTING DATE] by [POSTED BY INITIALS]

Reviewers present: [NAMES OF REVIEWERS PRESENT]

Vote: For _____ Against _____ Abstain _____

XII. DECISION (check one)

[] **APPROVED**

Approved as submitted. Work may begin. This approval expires if work has not begun by [APPROVAL EXPIRATION DATE].

[] **APPROVED WITH CONDITIONS**

Approved subject to the conditions below. The conditions are part of the approval. Work performed outside them is not approved work. Use only as many lines as you need.

1. [CONDITION]
2. [CONDITION]
3. [CONDITION]

Approval expires if work has not begun by [APPROVAL EXPIRATION DATE].

[] TABLED

No decision yet. The application is held for the reason below and will be taken up at the meeting on [DATE OF NEXT MEETING]. This is not a denial, and the owner does not need to reapply.

Reason held: [] Incomplete application [] More information requested [] Awaiting professional review [] Other

What is needed, and from whom: [WHAT IS NEEDED AND FROM WHOM]

Requested by [NAME OF REQUESTER] on [DATE REQUESTED]. Owner notified on [DATE OWNER NOTIFIED OF HOLD].

[] DENIED

Fields 1 and 2 below are both required. A denial may not be issued with either one blank. Field 3 is optional.

1. Rule or covenant relied on

Document: [] Declaration [] Bylaws [] Published architectural guidelines [] Rules and regulations

Article or section: [ARTICLE OR SECTION]

Language relied on: [QUOTE OR PARAPHRASE THE OPERATIVE LANGUAGE]

2. Specific aspect of the proposal that does not conform

Identify the element, not the project.

[SPECIFIC NONCONFORMING ASPECT]

3. What would conform, if the committee can say

Optional. It is the difference between a denial the owner can act on and one the owner can only appeal.

[WHAT WOULD CONFORM, OR WRITE NONE OFFERED]

If the denial rests on more than one covenant, repeat fields 1 and 2 for each.

DECISION ISSUED BY

Signature _____ Date _____

Print name and title: [PRINT NAME AND TITLE]

Delivered to the owner by [] Email [] Mail [] Hand delivery on [DATE DELIVERED]

XIII. COMPLETION AND CLOSEOUT

Owner notice of completion received: [DATE COMPLETION NOTICE RECEIVED]

Work matches the approved application and conditions: [] Yes [] No

If no, what differs: [WHAT DIFFERS, OR WRITE NOTHING]

Certificate of occupancy or final inspection attached, where applicable: ☐ Yes ☐ N/A

As-built survey attached, where applicable: ☐ Yes ☐ N/A

Inspected by: [INSPECTOR NAME]

Inspection date: [INSPECTION DATE]

Optional additions

The document above is complete as it stands. Use nothing on this page unless the situation described applies to your association.

If the governing documents authorize a review fee or compliance deposit

Add the block below to the form after Section VIII, and add the release line to Section XIII. A compliance deposit is refundable on satisfactory completion. Conditions for forfeiture, if any, have to come from the governing documents. Do not print a per day penalty figure on this form.

FEE OR COMPLIANCE DEPOSIT

Review fee: \$[REVIEW FEE AMOUNT, OR WRITE NONE]
Compliance deposit: \$[DEPOSIT AMOUNT, OR WRITE NONE]
Payable to: [EXACT PAYEE NAME]
Check or reference number: [CHECK OR REFERENCE NUMBER]

Add to Section XIII:

Compliance deposit released: [] Yes [] N/A Amount: \$[AMOUNT RELEASED, OR WRITE NONE] Date _____

If the association asks applicants to notify adjoining owners

Add the block below to the form after Section VIII. A neighbor's signature means the neighbor was informed. It is not a vote, and a neighbor's objection does not by itself decide the application. The committee decides against the standards in the governing documents.

NEIGHBOR AWARENESS

First adjoining property: [FIRST ADJOINING PROPERTY ADDRESS]
Name: [FIRST NEIGHBOR NAME]
Signature _____ Date _____

Second adjoining property: [SECOND ADJOINING PROPERTY ADDRESS, OR WRITE NONE]
Name: [SECOND NEIGHBOR NAME, OR WRITE NONE]
Signature _____ Date _____

If the governing documents authorize entry to observe the work

Add this line to Section IX as acknowledgement 10.

____ 10. I authorize a representative of the association to enter the property at a reasonable time to observe the work and confirm it matches what was approved.

If more than one body approves in your community

Add the block below to the form after the decision signature in Section XII. Approval by this association does not substitute for any approval below.

SECOND-TIER APPROVAL

Sub-association or neighborhood committee: ☐ Approved ☐ Denied ☐ Not applicable

Signature _____ Date _____

Master association: ☐ Approved ☐ Denied ☐ Not applicable

Signature _____ Date _____

Community development district: ☐ Approved ☐ Denied ☐ Not applicable

Signature _____ Date _____

If the association has adopted contractor site rules

Attach this page to the approval and have the contractor sign it. These rules govern conduct on association property and in common areas. They do not condition entry onto the owner's property on anything Florida law bars the association from requiring.

CONTRACTOR SITE RULES

1. Working hours in common areas: [WORKING HOURS IN COMMON AREAS]. Deliveries: [DELIVERY HOURS].
2. Park in [PARKING LOCATION]. Do not block a driveway, a fire lane, a hydrant, or a mailbox cluster.
3. Keep the staging area within the owner's property where possible. Any staging in a common area needs advance written permission.
4. Remove debris from common areas daily. Do not place a dumpster on a common area without written permission.
5. Protect irrigation, lighting, drainage structures, and landscaping in common areas. Report any damage the same day.
6. Follow posted gate and access procedures.
7. Damage to association property is restored at the responsible party's expense.

Contractor signature _____ Date _____

Print name and company: [CONTRACTOR PRINT NAME AND COMPANY]

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