

ARC Application

It is the owner's responsibility to receive permission from the Association's ARC Committee and / or the Association's Board of Directors and, in some cases, the Master Association's ARC Committee and / or the Master Association's Board of Directors before making **any alterations, changes, or additions** to your home or landscaping which varies from the original exterior color(s), structure, or footprint at the time of completion. The board may require further information and/or view the location of the change before approval is given.

Completion of ALL parts are required for approval consideration. Be specific and gather all supporting documentation BEFORE submitting the request. Allow 30 days for approval after submission.

Owner's Name

Lot Number (if Applicable)

Owner's Address

Phone Number

Community Name

Email Address

Part 1. Waiver of Association Liability

THE UNDERSIGNED hereby agrees that any and all liability caused by or arising from any acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the "Association" et al, "as their interest may appear," there from and indemnify them for all losses, costs, expenses and attorney's fee in connection with any such addition to their homes.

Further, as a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, that the applicant, the heirs and assigned thereto, hereby assumes sole responsibility for the repair, maintenance or replacement of such alteration, or addition. It is understood and agreed that the "Association" et al, are not required to take any action to repair, replace or maintain any such approval change, alteration or addition or any damage resulting there from for any reason to the existing original structure, or any other property. **The homeowner assumes all responsibility for insurance during construction and cost for any change and its future upkeep.**

NOTE: *If Board approval is granted, it is not to be construed to cover approval of any County Code requirements. A building permit and/or vegetation permit from Collier or Lee County is needed on most alterations and/or improvements.*

Typed Name of Owner

Date

Part 2: Type of Request

Section A: Changes to Exterior

Directions: Select one or all of the following as applicable.

Enclose Lanai

Color: _____

Material: _____

Install new WINDOWS

Color: _____

Brand: _____

Install HURRICANE SHUTTERS

Color: _____

Material: _____

Replace, alter, or add LANDSCAPING

Install SATELLITE DISH

Location: _____

Note: *Please be aware that community guidelines dictate placement options.*

Part 3. Contractor Information

Contractor Name: _____

Florida License #: _____

Insurance Policy #: _____

Contractor Phone #: _____

Project Dates (mm/dd/yyyy): _____ TO _____

Will Demolition Occur: YES NO

If YES, state dates(mm/dd/yyyy): _____ TO _____

Will rental dumpster be placed on the property? YES NO

If YES, state dates(mm/dd/yyyy): _____ TO _____

Will the owner be present? YES NO

Contact for Demolition Debris Removal:

Name: _____

Phone #: _____

Note: If access across a neighbor's property is required to complete this request, the applicant will need a "Neighbor Permission Form" located in the **DOCUMENTS** tab of the web portal.

If no access is required please type initials here: _____

Part 3. Contractor Information (cont.)

Contractor Name: _____

Florida License #: _____

Insurance Policy #: _____

Contractor Phone #: _____

Project Dates (mm/dd/yyyy): _____ TO _____

Will Demolition Occur: YES NO

If YES, state dates(mm/dd/yyyy): _____ TO _____

Will rental dumpster be placed on the property? YES NO

If YES, state dates(mm/dd/yyyy): _____ TO _____

Will the owner be present? YES NO

Contact for Demolition Debris Removal:

Name: _____

Phone #: _____

Note: If access across a neighbor's property is required to complete this request, the applicant will need a "Neighbor Permission Form" located in the **DOCUMENTS** tab of the web portal.

If no access is required please type initials here: _____

Part 4. Supporting Documentation & Acknowledgement

As appropriate please submit supporting documentation through the web portal under the web forms tab using the "Supporting Documents" web form. The following items are the most common supporting documents required for approval:

1. **Contractor's business license & insurance certificate.**
2. **Descriptions, drawings or attach photos or brochures of the changes or alteration including the type of construction and materials as appropriate.**
3. **Paint samples for repainting, color changes or addition of new colors.**
4. **Attach a list of the plant materials (where appropriate) you plan to add and indicate plant placement on your drawing.**
5. **If requesting an addition to the additional footprint attach a drawing indicating the original residence footprint, location, size and shape of the addition/alteration and the construction type and materials to be used.** An application requesting approval that occurs outside the exterior walls or the original footprint must include a drawing clearly displaying the alteration.
6. **Drawing or sketch indicating the footprint of the residence, location, size and shape of the current landscaping. On this drawing indicate the alteration, change or removal.** Clearly show the location of the tree to be removed, the location of the replacement tree and any edging, mulch or decorative materials.
7. **Additional documents may be requested in order to achieve approval from your community's ARC committee.**



I understand by typing my name below I am electronically signing this application.

Typed Name of Owner

Date