

# Application for Architectural Review

## SummerGlen Homeowners Association

**Before filling out this form, review all Architectural Review Board (ARB) guidelines then return the completed application to the lockbox located in the residents center.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Lot # \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

(Optional) Email Address: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Applicant is the owner of a: House \_\_\_ Arbor Cottage \_\_\_ Arbor Attached \_\_\_

**Important:** Except as noted in the “ARB Guidelines” there shall be no alteration or modification to the exterior of any home without prior ARB approval. Approvals are valid for 6 months. Projects not completed within 6 months require re-submittal.

### **Check all that apply:**

Addition \_\_\_ Arbor/ pergola \_\_\_ Awning \_\_\_ Deck \_\_\_ Driveway \_\_\_ Enclosed Lanai \_\_\_

Exterior painting \_\_\_ Flagpole \_\_\_ Generator \_\_\_ Hurricane shutters \_\_\_ Patio/sidewalk \_\_\_

Landscaping (non-exempt) \_\_\_ Roof \_\_\_ Screened enclosure \_\_\_ Screened front Loggia \_\_\_

Solar collection panel \_\_\_ Spa/Pool \_\_\_ Water purification system \_\_\_

Other \_\_\_\_\_

Description:

### **APPLICATION REQUIREMENTS:**

1. Applicant is responsible for obtaining any necessary permits from the appropriate Building and/or Zoning Departments.
2. Permits must be displayed.
3. Access to areas of construction is only to be allowed through Applicants property unless written permission is obtained from owners of adjacent property.
4. Applicant is responsible for any damage to common and/or adjacent areas.
5. Applicant is responsible for attaching all necessary supporting documentation per Section V.

**Failure to submit a plot plan will result in automatic disapproval.**

**Continued on back**

**SUPPORTING DOCUMENTS ARE LISTED BELOW:**

Refer to Sections IV and V of the ARB Guidelines to see what is required, then check each box that applies and submit the necessary documents with this application.

Plot plan \_\_\_\_\_ Copy of Contract \_\_\_\_\_ Initial plans/specifications \_\_\_\_\_ Plans \_\_\_\_\_

Material lists \_\_\_\_\_ Color samples \_\_\_\_\_ Elevation \_\_\_\_\_

Revised plans/specifications \_\_\_\_\_

**The Architectural Review Board has made every effort to write guidelines that encompass as many situations as possible; however, there may be times when an unusual or overlooked situation arises. Under no circumstances will the ARB or HOA be responsible or liable for errors, mistakes, problems, monetary or any other loss suffered by any homeowner which arises from or due to its action, inaction or from any other cause.**

**The undersigned owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvements, alterations, or additions described herein comply with all applicable laws, rules, regulations, codes, and ordinances; including without limitation, zoning ordinances, subdivision regulations, and building codes. The Architectural Review Board shall have no liability or obligation to determine whether such improvements, alterations, and additions comply with any such laws, rules, regulations, codes, or ordinances.**

**Owners Signature: \_\_\_\_\_ Submission Date: \_\_\_\_\_**

Planned Starting Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

**\* The Architectural Review Board (ARB) is also known as the Design Review Board (DRB).**

**\*\*\*\*\*For ARB Use Only\*\*\*\*\***

Date Received: \_\_\_\_\_

Date: \_\_\_\_\_ Recommended for Approval: \_\_\_\_\_ Provisional Approval \_\_\_\_\_

Application incomplete \_\_\_\_\_ Application Not Approved \_\_\_\_\_ Applicant notified: \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_