

ARCHITECTURAL REVIEW COMMITTEE APPLICATION
GENERAL APPLICATION

SUBMISSION DEADLINE: The Architectural Review Committee (ARC) meets on the **first Monday of every month** at 5:30 PM via Zoom. To ensure your project is included in the upcoming agenda, applications must be submitted no later than **close of business on the Thursday immediately preceding** the meeting. Submissions must include the completed form and all required supporting documents. Applications received after this deadline will be deferred to the subsequent ARC meeting.

Applicant Information — Applicant Must Be Homeowner or Lot Owner

Name

Telephone

Email

Property Address

Contractor (if applicable)

Project Description:

Describe the scope of your project. Include materials, colors, and any details not captured in the section-specific fields below.

Instructions: Complete only the section(s) that apply to your project. Attach a site plan or plat and any other required supporting documents identified in the checklist at the end of this form.

FENCING

Fences must be 4 to 6 feet in height depending on location. Permitted materials are natural wood or white PVC. A site plan or plat showing fence location is required. If enclosing a vegetation easement, a City of Port Orange permit and landscaping plan must be attached.

Fence Type

Height (ft)

Material

Color

Vegetation Easement:

- ☐ Yes – City of Port Orange permit and landscaping plan attached
- ☐ No

LANDSCAPING, CURBING & TREE REMOVAL

Include type of new plantings, plants or trees being removed, mulch, hardscape material and color, fire pit, exterior lighting, underground fencing, and similar items in your project description above.

POOL & POOL ENCLOSURE

A construction plan and site plan or plat showing placement of house, pool, and enclosure is required.

Pool Type (in-/above-ground)**Frame / Enclosure Material****Screen Material Color****WINDOWS, EXTERIOR DOORS & GARAGE DOOR REPLACEMENT**

For hurricane-rated impact windows or doors, use the Hurricane Protection application instead.

Material**Color****DRIVEWAY, WALKWAY, PATIO & DECK**

Paver stones or poured concrete. Material samples are required.

Material**Color****WHOLE HOUSE GENERATORS & SOLAR PANELS**

For generators associated with hurricane protection, use the Hurricane Protection application instead.

Manufacturer / Product**Color /Finish****Screening Method**

MISCELLANEOUS

For any exterior change or improvement not covered by another ARC application form, describe type of improvement and details pertinent to ARC review in your project description above.

Supporting Documents Checklist

Attach all documents applicable to your project.

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|--|---|
| ☐ Completed application form | ☐ Photos or product specifications |
| ☐ Site plan or plat showing project location | ☐ City of Port Orange permit (vegetation easement fencing) |
| ☐ Construction plan with details | ☐ Landscaping plan (vegetation easement fencing) |
| ☐ Material samples (driveway, walkway, patio, deck) | ☐ Copy of required permits (or confirmation prior to installation) |
| ☐ Landscaping design plan or renderings | |

Certification & Signature

By signing below, the applicant certifies that all information is accurate and complete, that no work will commence prior to ARC approval, and that the applicant accepts responsibility for compliance with the Association's Covenants and Restrictions and all applicable governmental permit requirements.

Applicant's Signature

Date

NO WORK MAY COMMENCE PRIOR TO ARC APPROVAL

FOR OFFICIAL USE ONLY

Received By	Received Date	ARC Meeting Date

☐ Approved ☐ Approved subject to obtaining all required permits ☐ **Not Approved**

☐ Approved subject to the following:
