

APPLICATION FOR ARCHITECTURAL REVIEW COMMITTEE (ARC)

ALL FORMS NEEDED IN ONE PDF OR DROPBOX LINK:

(APPLICATIONS NOT ACCEPTED AT GUARD HOUSE or MAIL)

ATTENTION: Cathy Rooney
cathyr@cmemanagementgroup.com

Name of Owner(s): _____

Street Address: _____

Date: _____ Cell Phone: _____ Email: _____

Approval is hereby requested for the following modifications, additions, and/or alterations as described below

Type (check applicable box and/or describe below)

_____ **EXTERIOR** (Includes: any structural new or remodel, addition, doors, windows, driveways, screened enclosures)

_____ **ROOF** (Includes: repairs if exterior color or replacement)

_____ **LANDSCAPING** (Fences, plant replacement, removal or new additions. Send specie(s) image, quantity, size)

_____ **RECREATIONAL** (Includes: installation of or additions to pools, tennis courts, and play structures)

_____ **HURRICANE SHUTTERS** (or any other window treatment)

_____ **PAINT** (color change or repainting the same color)- sample to be applied prior to FINAL APPROVAL

_____ **OTHER** (any modification not outlined above like driveway, mailbox, exterior road facing lawn art. Describe below.)

Detailed description of work to be performed:

(Failure to supply any item will delay review. All elements must be received before Board review. Board has 30 days to review. _____)

_____ Proof of active contractor's **LICENSE**.

_____ Proof of contractor's **INSURANCE** - NAMING Rio Poco HOA as ***Additionally Insured***

_____ Drawings (Architectural plans **with setback(s)**, drainage plan, landscape plan, topographic survey, rendering)

_____ Material Specifications (all primary material requires identifying the manufacturer's name, product description, product number, product color and/or color code)

FOR ARCHITECTURAL REVIEW COMMITTEE ONLY

Date Application Received: _____

Date of Review: _____

Approval is subject to the following:

- 1. You are responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s).*
- 2. Access to areas of construction only allowed through your property . You are responsible for any damages to the common areas or neighbors contiguous property during construction.*

_____ **Approved**

_____ **Approved with Conditions** (see below)

_____ **Denied**

_____ **Incomplete**

On behalf of the Board of Directors

INSTRUCTIONS FOR FILING REQUEST

- A. Select the category for your particular modification(s) and be sure to submit COMPLETE INFORMATION
- B. New construction, structural modifications, and all additions require survey (CURRENT 12 months). Survey needs exact position of the structure, addition, landscaping plan, etc.
- C. Paint samples submitted must be large enough for the Architectural Review Committee (ARC) to determine actual paint color.
- D. All new construction and structural additions **require a landscaping plan** in order for the ARC to complete approval.
- E. Any incomplete packages will be returned with a request to submit the proper documents.
- F. The ARC will notify you in writing of its decision. Starting any work without approval will initiate a violation and potential fine.
- G. Please allow up to thirty (30) days from the time of submission for decision.
- H. It is the property owner's responsibility to contact the ARC and obtain written approval or denial of the application and all permits needed to complete the work.

ARCHITECTURAL CATEGORY REQUIREMENTS

- A. Survey (indicating exact location of structure with respect to property lines and setbacks)
- B. Paint samples applied on wall for final application if requested
- ~~C. Material samples Digital (including roofing, embellishments, and siding other than stucco)~~
- D. Digital sets ONLY of plans (including architectural elevations, surveys, drainage plans, landscaping and renderings)
- E. Proposed landscaping plan including screening utilities/pumps/air conditioners
- F. Elevation of structure of area to be painted (elevation-survey)
- G. Fencing - can not follow topography of land on street scape. Detailed type/material-color. Setbacks
- H. Landscaping - drainage, pictures, description, height, quantities on survey/drawings
- I. Driveways (Survey and location, colors, landscape, material type). New driveway require culvert
- J. Screen Enclosure (Survey location-color, materials (glass/aluminum)-dimension-height. Landscaping, Elevations)
- K. Pool-(Survey location and Landscaping plan)
- L. Landscaping (Survey location- type, height, quantity)
- M. Miscellaneous (Survey location-Picture, proposed landscape)