ARTEMIS Lifestyles

Hanover Lakes Homeowners Association, Inc.
1631 E. Vine Street, Suite 300, Kissimmee, FL 34744
407.705.2190 Fax: 407.604.4304

Email Completed Application to: arb@artemislifestyles.com

ARCHITECTURAL CHANGE REQUEST

Please complete all pages enclosed
Please submit one application per each project

Lot No:_____   Date: _____

Property Owner: _____   Property Address: _____

Telephone Number:_____   Email Address: _____

INFORMATION ABOUT THE ARCHITECTURAL CHANGE YOU ARE SEEKING

✓   **Mark O**ne:

- O Landscape Change
- O Fence Installation
- O Color Change/House
- O Driveway (Pavers, paint or stamped)
- O Electrical/Lighting
- O Satellite Dish
- O Roof Replacement

- O Hurricane Shutters
- O Screen/Patio Enclosure
- O Patio Installation
- O Solar Panels
- O OTHER _____
   (Specify)
   _____

For Paint Applications (be sure to include code and color name of approved color by your association):

Body/Garage Color Requested _____   Do you have shutters?

Trim Color Requested _____ Yes☐ No☐

Front Door Color Requested _____ If yes, color._____

Please describe the type of change you are seeking approval for. Please specify any materials or any other information:

_____

_____

_____

_____

_____

_____

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ATTACH THE FOLLOWING TO YOUR REQUEST:

- Copy of your property survey, marking the area where the work will be performed on your home/lot including dimensions.
- Paint: Include paint color samples with the paint name and code
- Contractors' License & Certification of Insurance
- Copy of Contractor Plans

PLEASE READ AND SIGN THE FOLLOWING ACKNOWLEDGEMENT:

- ONLY the owner of the property may sign and submit the application for alteration or change.
- Submittal of application DOES NOT guarantee approval and any approval must be received, in writing, prior to making the alteration or change sought in this application.
- Architectural Change approval is based upon the aesthetics of the proposed change and does not certify the construction worthiness or structural integrity of the change proposed.
- Applicants are SOLELY responsible for calling the appropriate utilities BEFORE digging, to have all underground services marked. Applicants are SOLELY responsible for any damage or costs associated with restoring service. Applicants are SOLELY responsible for damaged irrigation.
- Applicants are Solely responsible for following all local codes, obtaining proper permits and adhering to set-back requirements when making the change.
- Applicants MAY NOT deviate in any manner from the plan, if approved. Any change will require PRIOR WRITTEN approval.

* If all necessary items are submitted, the application will be reviewed by the appropriate committee and decision timelines are contingent on the guidelines of your Association.

Signature of Property Owner:_____ Date:_____

ASSOCIATION USE ONLY

Date Received: _____Control Number: _____

DATE SENT TO ARB   _____DISPOSITION: APPROVED☐   DENIED☐

CONDITIONS IMPOSED:
_____
_____

Signature(s) of ARB   _____Date_____

DISPOSITION LETTER SENT TO APPLICANT _____ by _____