

Wellington Homeowners Association of Polk County, Inc.  
Architectural Review Committee (ARC)  
Application Form

Bring/Mail application to: Wellington HOA of Polk County

315 Cornwallis Drive

Davenport, FL 33897

Phone: (863) 259-8606

Or Email to: [vpresourwellingtonhoa@outlook.com](mailto:vpresourwellingtonhoa@outlook.com) or [ourwellingtonhoa@outlook.com](mailto:ourwellingtonhoa@outlook.com)

Property Owner(s) Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Business Name (if any): \_\_\_\_\_

*Please check appropriate box for Application Result Notification:*

☐ Mail Application    ☐ In person    ☐ E-Mail Application \_\_\_\_\_

Describe all requested modifications with detail explanation of the project (colors, materials, layout, maps, etc.) or alterations below (failure to include a description of all requested modifications or alterations may result in the denial of your ARC Application):

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HOME REPAINTING: Contact HOA office to view approved colors permitted to match our form.

ROOF REPLACEMENT: Contact HOA office to view approved colors to match our form.

TREE REMOVAL: Do you have documentation from a Florida licensed landscape arborist that the tree presents a danger to persons or property? Yes ☐ No ☐

**ACKNOWLEDGEMENT, INDEMNIFICATION, AND HOLD HARMLESS:**

Property owner acknowledges ARC approvals and denials are made in accordance with the DECLARATION OF RESTRICTIONS ON REAL ESTATE, the Association By-Laws and the Association Rules, Standards, and the information supplied by the property owner. It is the property owners' responsibility to obtain all necessary permits, governmental approvals and maintain compliance with all governmental laws, water management plans, and private restrictions, including but not limited to building regulations, zoning regulations, plat requirements, permitting, and declarations of restrictions. The HOA and ARC shall have no liability or obligation to determine whether the requested improvements, changes, alterations, or additions comply with the Laws. Property owner shall indemnify and hold harmless the HOA and ARC, and their principals for any claims arising from property owner's construction of any improvements to their property. Without limiting the foregoing,

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ARC approval in no way modifies the property owners' responsibility or liability to maintain designated storm water flow paths and avoid encroachments into easement areas.

**REQUIRED APPLICATION CHECKLIST**

**Initial each item below (that applies to your project) to ensure completeness of the application. An application shall be deemed incomplete and returned to the owner or the owner's representative if any of applicable items listed below are not initialed, included, or legible.**

**All applications MUST include (please initial next to each item verifying information is included):**

Initial

- \_\_\_ Color of materials for all proposed improvements (shingles, paint, driveway coating etc.)
- \_\_\_ Aerial depicting property (can be obtained from Google maps), if applicable.
- \_\_\_ Improvement plans (if the plans are larger than 10 inches x 17 inches a minimum of two copies of all plans or documents are required).
- \_\_\_ Site Plan\* or Boundary Survey (for all projects except for improvements not affecting the existing footprint/homesite) which shall identify, at least the following:
  - \_\_\_ All existing easements, including but not limited to, platted easements and easements created in the declarations of restrictions.
  - \_\_\_ Location of all existing improvements (house, driveway, landscaping beds, etc.) on the property that will impact the proposed modification.
  - \_\_\_ Location of all proposed alterations, additions, modifications, and landscaping (including but not limited to walkways, landscaping walls, curbing, edging and landscaping beds) shall be **highlighted** or otherwise marked.
- \_\_\_ Dimensions (height, width, length) to include written plans (layouts) of all proposed improvements including but not limited to room additions, driveway extensions, landscaping beds, landscaping walls, walkways, steppingstones, curbing and edging.
- \_\_\_ Distance to all property lines from all proposed alterations, improvements, additions, landscaping, including but not limited to landscaping beds, landscaping walls, curbing, edging, walkways, trees, shrubs, and water features.
- \_\_\_ Distance to all roadways from proposed alterations, improvements, additions, landscaping, including but not limited to landscaping walls, landscaping beds, curbing, edging, walkways, trees, shrubs, and water features.

**All HOME ADDITION/EXPANSION/EXTENSION Applications MUST also include:**

Initial

- \_\_\_ Complete project layout
- \_\_\_ Elevations drawings for all proposed additions or extensions.

\* A copy of the original site plan is typically available from the County Building Department; however, it may not accurately reflect existing improvements, and it is the applicant's responsibility to confirm accuracy of site plans and boundary surveys submitted.

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**NOTE: These are the minimum requirements. The ARC Committee may require additional information after reviewing the application.**

**BY SIGNING THIS ARCHITECTURAL REVIEW COMMITTEE APPLICATION FORM, I ACKNOWLEDGE: (1) THAT I HAVE READ AND RECOGNIZE THE RESPONSIBILITIES AND LIABILITIES AS DESCRIBED ABOVE; (2) THAT I CONSENT TO THE INSPECTION OF ANY IMPROVEMENTS MADE TO MY PROPERTY, BY THE ARC CHAIRMAN OR THE HOA BOARD TO ENSURE THAT THE IMPROVEMENTS WERE MADE IN ACCORDANCE WITH THE ARC APPROVAL; (3) AND UNDERSTAND THAT IN THE EVENT THE IMPROVEMENTS DO NOT CONFORM TO THE APPROVAL OR RULES AND STANDARDS OF THE HOA, THEN I AM RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH BRINGING THE PROPERTY AND IMPROVEMENTS INTO COMPLIANCE WITH ARC APPROVAL AND RULES AND STANDARDS.**

**DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Property Owner Printed Name:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

**ARC APPROVAL STIPULATIONS**

- A. OWNERS MUST COMPLY WITH, AND BE LIABLE FOR, ANY NON-COMPLIANCE WITH THE APPLICABLE CONSTRUCTION PLAN FOR THE SURFACE WATER MANAGEMENT SYSTEM PURSUANT TO THE APPROVED PLAN ON FILE WITH THE APPLICABLE STATE WATER MANAGEMENT DISTRICT.
- B. OWNER MUST COMPLY WITH ALL OTHER APPLICABLE GOVERNMENTAL REGULATIONS.
- C. IMPROVEMENTS MADE WITHIN THE RIGHT OF WAY OR EASEMENT AREAS ARE MADE AT THE OWNER(S) OWN RISK. THE ASSOCIATION IS NOT RESPONSIBLE FOR ANY DAMAGE, LOSS, OR INJURY RESULTING TO OR FROM PERSONS, PROPERTY OR IMPROVEMENTS, REMOVAL OF IMPROVEMENTS, OR COSTS INCURRED AS A RESULT OF MAINTENANCE OR USE OF THESE AREAS.
- D. IN THE EVENT OF TREE REMOVAL, OR OTHER PLANT MATERIAL WITH LARGE ROOTS, APPROVAL, THE OWNER MUST REMOVE THE TREE STUMP OR REMAINING ROOT SYSTEM AND RESTORE THE AREA TO ITS NATURAL STATE.

*Approval does not waive the property owner's responsibility/liability for compliance with the Laws OF Wellington HOA of Polk County.*

**ARCHITECTURAL REVIEW COMMITTEE ACTION:**

☐ **Approved**      ☐ **Denied:** \_\_\_\_\_

**DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_ **ARC Printed Name:** \_\_\_\_\_

**ARC Signature:** \_\_\_\_\_