

**ARCHITECTURAL CONTROL COMMITTEE
APPLICATION FOR MODIFICATION OR ADDITION**

OWNER NAME(S) _____

ADDRESS _____

TELEPHONE NUMBER _____ EMAIL ADDRESS _____

BRIEF DESCRIPTION OF REQUEST _____

CONTRACTOR'S NAME & PHONE NUMBER _____

****IMPORTANT** PLEASE ATTACH A COPY OF CONTRACTOR'S LICENSE & INSURANCE INFORMATION**

DATE OF ANTICIPATED START & COMPLETION _____

I request that the ACC review my plans and specifications for approval. I understand that I cannot begin any work without written approval from the Association. I also understand that such approval is contingent on the following:

- **Submit a copy of Survey showing location of what work is to be done.**
- **Submit color sample of paint to be used.**
- **Indicate type of tree, palm, or foliage used for replacement.**
- **Indicate nature and location of contemplated irrigation change.**
- **Submit plans and/or drawings that will be submitted for the permit.**
- **Submit type of hurricane shutters with spec sheets, illustration and color.**
- **Copy of County Permit MUST be supplied to the administrative office and posted prior to commencing project.**

Applicant hereby agrees to be responsible for all damage incurred to enter common property or to abutter's property, plants, etc. as the result of applicant's construction and/or project.

****IMPORTANT INFORMATION**** According to the Florida Building Code Requirements, Section 105, Permits 105.1: Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the **REQUIRED PERMIT**.

NOTE: This ACC approval process may take up to thirty (30) days depending upon the date of the submitted request.

Approved by:

Owner Signature/Date

On and behalf of the ACC Committee

Received by/Date Received

Approval Date