



ARCHITECTURAL REVIEW COMMITTEE (ARC) REQUEST FORM FOR EXTERIOR HOME IMPROVEMENTS

Important Note: Prior to requesting approval from the ARC Committee for exterior changes the homeowner must review the CLE HOA CC&R and the Standard Operating Procedure (SOP) rules pertaining to any restrictions that may fall under the exterior of the home. No projects shall be started prior to final approval. **Initial:** _____

Examples of exterior home improvements requiring approval are:

Exterior house painting, driveway painting or resurfacing, driveway replacement or extension, additions to the exterior of the home, fence, fence painting, roof repair or replacement, adding a shed, gazebo, swimming pool, Jacuzzi, major landscape changes such as Fountains, large ponds, trees over 12' in height and if numerous plants are to be planted at any one time. If you have any questions about improvements or repair that you would like to do to your property, do not hesitate to contact one of the ARC members via: craneslandingeasthoa@gmail.com – Please type or print your request on this form.

TO: CLE HOA ARC - **FROM:** Resident's Name: _____ Date: _____

Address: _____ **Phone Number:** _____

E-Mail: _____

- 1. I have reviewed the CLE HOA rules and the SOP before completing this form: **Yes** ___ **No** ___
- 2. I have spoken with at least one of my immediate neighbors and they approve of this project: **Yes** ___ **No** ___
- 3. I am requesting approval for the following described exterior home improvement(s): _____

A. Specific description of work to be done. (For additional space, please use the reverse of this form)
(A paint swatch must be attached to this form for each color(s) you are planning to use on the exterior of your home)

- B. Provide an artist or architect sketch (to scale) for any structural work to be completed and attach to this form.
- C. For fence installation, draw outline of fence on lot survey and attach to this form.
- D. Major landscaping, will require you to provide an outline of how you want your yard to look.
- E. Irrigation requires a sketch of the location. You will also need to include a rain sensor device per FL requirements. See below:
(Florida Statue 373.62, and any other codes or Statutes required by City of Groveland or Lake County for proper permitting)

- 3. I acknowledge that I am responsible for all permits and adherence to all municipality codes and setbacks. **Initial** _____
- 4. The ARC Committee will review each request in order to determine if your request would be/not be an enhancement to our community.

5. ESTIMATED START DATE: _____ ESTIMATED COMPLETION DATE: _____

6. I understand that the project must be started within 6 months of approval date. If the project is not started within 6 months, prior approval will be revoked and a new application will be required. **Yes** ___ **No** ___

7. ARC approval requested by: _____ **Date** _____
Homeowner Signature & Print Name

ARC approval signatures:

_____ **Date** _____
ARC Chairperson or HOA President – Signature & Print Name

_____ **Date** _____
ARC Member – Signature & Print Name

THE ARC COMMITTEE WILL MAKE EVERY EFFORT TO COMPLETE ITS REVIEW WITHIN 15 DAYS AFTER WRITTEN REQUEST FOR APPROVAL BY THE OWNER OR BUILDER. THE ARC MAY NOTIFY THE APPLICANT THAT THEY WILL NEED ADDITIONAL TIME TO COMPLETE THEIR REVIEW, IN WHICH CASE, THE ARC MAY EXTEND ITS TIME FOR REVIEW FOR AN ADDITIONAL 15 DAY PERIOD.

Revised FEB/2013