

DEL WEBB ORLANDO HOA, INC
ARCHITECTURAL REVIEW COMMITTEE
ARC APPLICATION

FOR HOA OFFICE USE ONLY	
_____	Unresolved violations
_____	Date
_____	Initials

This is a request form to be completed by the homeowner and submitted to the Architectural Review Committee (ARC) for approval BEFORE any work commences. Please refer to your The Amended and Restated Community Declaration for Del Webb Orlando at Ridgewood Lakes for a description of the ARC/ARB and its purpose.

For consideration by the ARC, a complete application must include:

- _____ 1. Homeowner Application;
- _____ 2. Homeowner Plot Plan; and,
- _____ 3. Specification sheets; drawings; and project description including materials, color, samples; and, permits.

Completed applications are due by 6pm the Wednesday prior to the next ARC meeting date. Meetings typically are held the second and fourth Wednesday of each month. Incomplete applications will not be accepted and will be returned. Return completed application materials to: Innovation Property Management, c/o 500 Del Webb Blvd, Davenport, FL 33837 or by Email to acressey@innovationmanagement.us. Faxed applications will not be accepted.

Note: The committee has thirty (30) days for review from the date of receipt of the completed application (including all items identified above). Members of the committee may observe your property in person to obtain a better understanding of the location and project.

1. **PROJECT LOCATION:** identify the location of the project relative to your home and your property) on the Homeowner Plot Plan. NOTE: Plot plan/survey can be found with your closing papers.
2. **HOMEOWNER PLOT PLAN**
3. **PROJECT and PROJECT PLAN:** briefly describe the project / change / addition / (i.e. flag installation, lighting, change door color, change paint color, screen porch, landscaping addition, etc. Attach specific information to support the project including copies of plans from the contractor or vendor providing the product; as well as specifications, composition of materials, samples, brochures, estimates, color photos, color swatches, etc. If request is for painting, color SAMPLES must be attached.

THIS SECTION TO BE COMPLETED BY HOMEOWNER	
_____ Del Webb Homeowner Name _____ Del Webb Homeowner Signature(s)	_____ Project Location – Del Webb Address Note: ATTACH HOMEOWNER PLOT PLAN
_____ Homeowner Telephone	_____ Homeowner Email Address
_____ Vendor / Company Name _____ Vendor Address	_____ Vendor Telephone Number _____ Vendor Email Address
_____ Anticipated Project Start Date Note: All modification work shall be completed within six months from the date of ARC approval unless otherwise specified in the approval notice, or unless the Reviewer grants an extension in writing. If approved work is not completed within the required time identified in the ARC approval notice, it shall be considered nonconforming and subject to non-conformance.	_____ Anticipated Project Completion Date Note: The ARC may review the job upon completion; should the job not be completed as approved, the homeowner will have thirty (30) days to comply with the original ARC approval.

Project overview: Describe the work that is to be accomplished and attach specific information to support the project including copies of plans from the contractor or vendor providing the product; as well as specifications, composition of materials, samples, brochures, estimates, color photos, color swatches, etc.

HOMEOWNER FINAL REVIEW AND RESPONSIBILITY

I am responsible for the vendor's actions while they are performing work for me within the Del Webb Community and will ensure that the company:

- Locates all underground utilities prior to dredging, digging or completing any landscape or irrigation work;
- Keeps the project area clean and neat, hauls away debris on a daily basis, and leaves no materials in roads;
- If the project causes injury to, or encroachment upon adjacent property or public property I will be responsible for any necessary repairs and the removal of any encroachments; and,
- Once the project is approved by the Architectural Review Committee (ARC), changes (change orders) may not be made unless prior approval is received by the Del Webb ARC.

I (WE) CERTIFY THAT I (WE) HAVE READ THE Del Webb Homeowners Associations' Amended Declarations, Rules and Regulations and the Design Guidelines; I agree to comply with all information contained within those documents; and I corrected any unresolved violations. Furthermore, I (we) will ensure compliance by my contractor to each of those documents, and agree to implement the ARC approved project as notated below.

Signature _____ Date _____

THIS SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE

This application has been reviewed on _____ (date) and is:
 Approved as shown Approved as notated Disapproved as notated

Architectural Review Committee Action: