

# CITRUS SPRINGS MASTER/VILLAGE HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE'S APPLICATION

Both sides of this form are to be completed by the Homeowner(s) and submitted to your Village Architectural Review Committee (ARC) for approval **PRIOR TO ANY CHANGES, ADDITIONS OR IMPROVEMENTS TO THE EXTERIOR OF YOUR RESIDENCE. APPLICATIONS MUST BE SUBMITTED TO YOUR VILLAGE ARC. ONCE YOUR APPLICATION IS APPROVED BY YOUR VILLAGE ARC, IT WILL BE FORWARDED TO THE MASTER ARC.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Neighborhood: \_\_\_\_\_ E-mail \_\_\_\_\_

Proposed improvements:

\_\_\_\_\_ Pool \_\_\_\_\_ Patio \_\_\_\_\_ Outdoor Lighting \_\_\_\_\_ Lanai Enclosure \_\_\_\_\_ Fence \_\_\_\_\_ Other

Description of Request


Documentation Required for new construction only:

Contractor and License Number: \_\_\_\_\_

Attachments:

Certificate of Insurance: \_\_\_\_\_ Contract: \_\_\_\_\_ Site Plan: \_\_\_\_\_ Photo: \_\_\_\_\_ Approved Plans: \_\_\_\_\_

It is the responsibility of the homeowner(s) to ensure requested alterations conform to all local building codes and regulations. You are required to obtain all permits if the Master/Village ARC approves your application. If your application is denied, you may appeal directly to the Master/Village Master Board of Directors at the next regularly scheduled meeting.

**No modification may begin prior to receiving written approval (all approvals are subject to the requirements of all applicable governmental authorities). Applications must be submitted 30 days prior to the start of work. Work cannot commence without Master/Village ARC's approval. All work shall be completed within 180 days of approval. All work for generators and hurricane shutters must be completed within (1) one year from approval.**

Signature of Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

**This application must be signed both here and on page ii to be considered.**

**Note: All applications MUST be approved by your Village ARC before it will be considered for review by the Master Architectural Review Committee.**

**APPLICATION AND REVIEW FORM FOR ARCHITECTURAL IMPROVEMENT OR EXTERIOR  
CHANGE HOLD HARMLESS ACKNOWLEDGEMENT**

There shall be no liability on the Master/Village Board of Directors, the Master/Village Architectural Review Committee (hereinafter referred to as the ARC), or any authorized committee representative of the Association for any loss, damage or injury arising out of, or in any way connected with, the performance of the duties of the ARC.

I agree to hold harmless the Master/Village Board of Directors and/or Master/Village Architectural Review Committee on their review of any matter submitted to such Committee.

Neither the ARC'S nor the Master/Village Board of Directors is responsible for passing on safety, whether structural or otherwise, on conformance with building codes or other governmental laws and regulations, nor shall any such Committee's approval of an improvement of property be deemed approval of such matters.

**OTHER CONDITIONS**

I will pay for and secure any/all necessary licenses and permits as may be required by law and will not start on the improvement until I have obtained all required approvals and permits, Approval of the improvement or change by the Master/Village Association **DOES NOT** constitute approval by local governmental entities, including but not limited to local building or zoning departments, drainage design, or structural soundness.

I will be responsible for future maintenance and repairs of the improvement or change. The Master/Village Association will NOT maintain the improvement or change, nor will the Master/Village Association be responsible for repairing any damage to the improvement or change, nor any damage caused as a result of the improvement or change. In the event the construction of the requested improvement or change causes damage to any other property within the community, I will bear the full responsibility for that damage.

I will be responsible for immediate, proper disposal of any/all trash, debris, material, etc. generated as a result of the work. Use of Master/Village Association trash receptacles is prohibited.

All applications, denied or approved, are further subject to the Master/Village Association governing documents: Declaration of Covenants, Conditions and Restrictions, By-Laws and Articles of Incorporation. Any improvement which, although mistakenly approved by the Master/Village Board of Directors and/or ARC, is in contravention of a provision of the Declaration, Rules, and Regulations or any governmental code, regulation, statute or ordinance is deemed denied regardless of the consent previously given and such consent shall not be a waiver of the Master/Village Association's right to enforce said covenant, rule or regulation as if the request for the improvement had been denied.

The Master/Village Association will notify me of any need for a final ARC inspection when the improvement or change is complete, and I authorize entry onto my property for exterior inspection. Failure to allow an inspection of the completed project shall result in the withdrawal of the ARCs approval of my request.

I will be responsible for the Master/Village Association's reasonable attorney fees and costs related to my failure to obtain approval or to correctly complete the improvement regardless of whether my request or application is later approved.

The Master/Village Association may request additional information relating to my improvement prior to accepting this application and/or prior to the completion of the improvement, and I will immediately comply with any such request(s). Failure to comply shall result in the withdrawal of the ARC approval if previously granted, and waiver of any time limits imposed upon the Association.

If the improvements as built or completed do not conform to the improvements as approved by the Master/Village ARC, upon written request of the Master/Village HOA I will at my own expense and cost, promptly restore the property to substantially the same condition as existed prior to the commencement of the improvement.

\_\_\_\_\_  
Signature of Homeowner(s)

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Homeowner(s)

\_\_\_\_\_  
Date Submitted

**This application must be signed both here and on page i to be considered.**

**This page reserved for the Master/Village Architectural Review Committee's**

**Village Architectural Review Committee**

RECEIVED BY VILLAGE ARCHITECTURAL REVIEW COMMITTEE ON: \_\_\_\_/\_\_\_\_/20\_\_\_\_

ACTION TAKEN BY VILLAGE ARCHITECTURAL REVIEW COMMITTEE ON: \_\_\_\_/\_\_\_\_/20\_\_\_\_

\_\_\_\_\_ ARC APPROVAL \_\_\_\_\_ ARC DISAPPROVAL

VILLAGE ARC Comments:

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VILLAGE ARC REPRESENTATIVE:

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**NOTE:** All forms **MUST** be approved by the Village ARC before it will be considered for review by the Master Architectural Review Committee.

**Master Architectural Review Committee**

MASTERARC APPROVAL: \_\_\_\_\_

MASTER ARC DISAPPROVAL: \_\_\_\_\_

MASTER ARC REVIEW DATE: \_\_\_\_\_

MASTER COMMENTS:

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MASTER ARC REPRESENTATIVE:

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_