

*The Springs of Suntree*

**Architectural Review Committee (ARC) Request Form**

**Three ARC members must approve this form**

**Do not begin any work until you receive the APPROVAL of your ARC Request.**

This request, if approved, must be completed as submitted and must comply with all recorded covenants and restrictions of our community as well as county building codes. Please refer to the Springs of Suntree Covenants and Architectural Standards Manual when submitting this request.

Please submit this completed form, a copy of your survey (if relevant to the request), two copies of each paint sample (if applicable) and details of your project to the office. Please be sure to include measurements, any drawings and/or pictures and specific descriptions of the work to be completed.

Please refer to the back of this form for information about having your final inspection done when your project is completed.

**Date:** \_\_\_\_\_ **Property Owner Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Subdivision:** \_\_\_\_\_

**Goal Completion Date:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Description of Change to Property:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any variation or alterations to the plan submitted and approved may render the approval null and void. Owner may be required to remove/undo alteration(s) and resubmit an application to gain ARC Final Approval. Failure to comply with the requirements of the Springs of Suntree as outlined in the Community Documents and ARC Manual may result in unexpected expense to the homeowner which may include but not be limited to fines and legal fees.

**Home Owner Signature:** \_\_\_\_\_ **Date of Signature:** \_\_\_\_\_

Your Request has been:	_____	Approved
	_____	Resubmit to ARC (see below)
	_____	Disapproved
Comments/Explanation:	_____	
	_____	
	_____	
ARC Committee Member	Date	
Approve _____	Disapprove _____	
ARC Committee Member	Date	ARC Committee Member
Approve _____	Disapprove _____	Approve _____
		Date
		Disapprove _____

**Continued on back...**

**Homeowner Tips:**

- Refer to Architectural Standards Manual and the Declaration of Covenants for community standards and requirements
- Don't know if your project requires a building permit? Call the Brevard County building permit office at **321.633.2072** or go to [www.brevardcounty.us](http://www.brevardcounty.us). Owners are responsible for complying with the County codes.
- Owners are responsible to make sure they use licensed and insured contractors/service providers.
- Obtain ARC Request Form from office or on the web-site.
- Complete and submit form with required supporting documentation.
- Please note that exterior house paint colors must be approved by the ARC committee even when painting with the original /same color.
- When requesting paint approval, please indicate what part of the house each paint color is for. (Body, trim or doors.)
- Requests will be reviewed by the Architectural Review Committee which meets once a month.
- Decisions will be emailed to homeowners upon request or a copy will be mailed within 30 days.
- *Please do not begin any work until you have received **APPROVAL** from the ARC.*

**ARC Appeal Process:**

If your request is denied by the ARC, you may submit an **ARC Appeal Form** to the office. Appeals will be reviewed by the Architectural Review Committee and the Board of Directors for consideration.

**NOTIFY THE OFFICE WHEN YOUR PROJECT IS READY FOR  
FINAL INSPECTION**

321.242.1734

To be completed by Architectural Review Committee ONLY

Completed work inspected by: \_\_\_\_\_ Date \_\_\_\_\_  
ARC Committee Member

**Completed as submitted: YES NO**

Notes/Comments:

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