

Architectural Review Application

811 Mabbette Street, Kissimmee, FL 34741

Telephone #: (407) 847-2280 Fax #: (407) 847-2882 Email: info@myhoasolution.com

Name: _____ Name of Community: _____

Property Address: _____

Phone: _____ Date: _____

Please Select One:- **Townhouse** **Single Family Home**

Email Address: _____

Exterior Paint: Requires homeowner signature on paint color change form (Page 3). Please contact the HOA Management Office to check if there is an approved color book for your community. Please note that if you are re-painting your home in the existing colors you must still complete this application.

Fence: Requires a copy of your plot plan/survey indicating the location of the fence on your property. A picture of the style of fence listing dimensions and materials must be provided. Requires signature of fence form (Page 2)

Landscaping Removals, Replacements & Enhancements: Requires a copy of your landscape plan and property survey, showing location of items that are being removed, replaced or added, together with tree type, plant types, sod type, etc

Construction Project: (For example, extension, shed, re-roofing, patio areas, etc) Require a copy of your property survey showing location and dimensions. A detailed drawing of construction and details of materials/finishes being used. Any further information can be found in your regulations and documents.

Other: Please Specify (and attach relevant information) _____

PLEASE BE AWARE THAT THIS IS ONLY A HOA APPLICATION. IT IS YOUR RESPONSIBILITY TO CHECK WITH YOUR RESPECTIVE CITY AND/OR COUNTY OFFICES AS TO WHETHER THEIR APPROVAL IS ALSO REQUIRED.

By signing this form I acknowledge that all guidelines approved must be followed and failure to comply will result in legal action. If all information is not provided as requested, the 30 days the Association has to respond to your request will be reset until the time that **ALL** information is provided. If the approved project is not completed within 90 days of your written approval, the Architectural application will have to be resubmitted for approval.

Sign: _____ Date: _____

Architectural Review Committee Response (Official Use)

Date Application Received & HOA Signature: _____

Approved: _____ Comments: _____

Disapproved: _____ Date: _____

IMPORTANT INFORMATION

***Please note that work cannot be started without prior written approval ***

Please note you will be responsible for any damage to the common area or neighboring properties

Fence Requirements

The Association has the responsibility to approve the, location, material, height and material of all fences. All fences must be installed inside the property boundary with the correct side of the fencing facing outwards. (Posts and supports on the interior of the fence side) Stay inside your property lines.

- If appropriate, please make sure that your next door neighbors give you permission to hook on to his/her fence..
- Fence must be at least 5 feet back from front corners of the house excluding the garage.
- The posts and fence panels cannot be sloped on the corners or sides into easement.
- You cannot fill in area with dirt at the corners or sides of drainage easement.
- You need to go with the flow of the property and cannot change current drainage conditions.
- Installed with the post and supports on the inside of property.
- It will be the owner's responsibility to take care of any damage during removal or installation.
- It will be the owner's responsibility to replace or repair any damage.
- It will be the owner's responsibility to take care of the maintenance of their entire lot, together with the maintenance/care of both sides of the fence.

FOR CORNER LOTS ONLY: Please check with your specific County Permitting Office regarding the corner lot restrictions on setback lines for your community and/or your Community documents.

FOR POND VIEW ONLY: Please check your Community documents or contact the HOA Management Office for the specific Pond View restrictions for your community.

Applications for fences must include; a plan of the property showing the house, property lines, sidewalks, location of the fence, fence material, height of fence and a product data sheet for the fence if applicable. The fencing contractor's proposal and plan should be attached if the project is being completed by a licensed professional.

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Sign: _____

Date: _____

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Exterior Paint Change Form

Owner's Name(s): _____

Property Address: _____

HOA Color Book Scheme Number (if applicable): _____

*I understand that the Homeowner's Association has the power to deny the exterior paint change if the colors are not an approved color scheme from the community color book or are not approved by your Board of Directors.

If not selecting a HOA Color Book Scheme Number, or if your community does not have a Color Book, please complete the information below:

Main Body Color	Trim Color	Front Door Color	Garage Door Color
Place Paint Sample Here	Place Paint Sample Here	Place Paint Sample Here	Place Paint Sample Here

_____	_____	_____	_____
Color Name	Color Name	Color Name	Color Name

_____	_____	_____	_____
Color Code	Color Code	Color Code	Color Code

_____	_____	_____	_____
Brand	Brand	Brand	Brand

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Signature: _____

Date: _____

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