

Architectural Review Committee (ARC)
Home/Property Alteration Application Form

For Office Use Only

App# _____

Dist# _____

Property Owner(s) Name _____ Signature _____

Address _____ Village of _____

Phone Number _____ Unit _____ Lot _____ Courtyard Villa Patio Villa Home

Contractor Business Name _____ Phone _____

Please check appropriate box for Application Result Notification:

- Will Obtain Results from District Website
 Property Owner will pick up application Contractor will pick up application
 Mail/E-Mail Application _____

(Address if different from above)

APPLICATION INSTRUCTIONS AND REQUIREMENTS:

1. The following shall be attached to this application:
 - a. A current tax bill, deed, or property record card for the parcel. A property record card may be obtained by the County Property Appraiser's Office or website.
 - b. A Site Plan or Boundary Survey (for all projects with the exception of improvements not affecting the existing footprint) which shall identify, at least the following:
 - i. All existing easements, including but not limited to, platted easements and easements created in the declaration of restrictions.
 - ii. The placement of house and all the existing improvements on the property and the proposed modification/project highlighted. A copy of the original site plan is available from the County Building Department; however, it may not accurately reflect existing improvements, and it is the applicant's responsibility to confirm accuracy of site plans/ and boundary surveys submitted.
 - iii. Building improvement plans, if available.
2. Describe all modifications or alterations requested below.

3. **HOME REPAINTING** attach a color sample(s) that accurately depict the proposed color(s). Additionally, *except* for properties located in Village Community Development District No. 4 (i.e. Marion County), attach photographs depicting current colors of the surrounding properties within a 200-foot radius of the subject homesite.

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Proposed color(s) all on one approved palette or the palette's hue range: YES NO
Courtyard Villa has an approved petition for requested colors: YES NO

ACKNOWLEDGEMENT, INDEMNIFICATION, AND HOLD HARMLESS:

Acknowledgement: Property owner acknowledges ARC approvals and denials are made in accordance with the district's adopted Rule, standards, and the information supplied by the property owner. It is the property owners' responsibility to obtain all necessary permits, governmental approvals and maintain compliance with all governmental laws, water management district plans, and private restrictions, including but not limited to: Building regulations, zoning regulations, plat requirements, permitting, and declaration of restrictions (collectively, the "Laws"). The District and ARC shall have no liability or obligation to determine whether the requested improvements, changes, alterations or additions comply with the Laws.

Indemnification and Hold Harmless: Property owner agrees to indemnify and hold the district, ARC, and their principals harmless for any claims arising from property owner's construction of improvements in violation of the Laws. Without limiting the foregoing, ARC approval in no way modifies the property owner's responsibility or liability to maintain designated storm water flow paths and avoid encroachments into easement areas.

Complete information on reverse side of this form. Property owner's signature is required.

NOTICE OF PUBLIC HEARING:

I acknowledge this application is date stamped/received by Tuesday at 12:00 pm it will be reviewed by the ARC the following Wednesday at 8:00 am in a public meeting held at District Office, 984 Old Mill Run, The Villages, FL, 32162, and it is in my best interest to attend and present all relevant information to the ARC. You may contact Community Standards at 352-751-3912 to verify date received and meeting date.

APPEALS: If an affected property owner believes that in regard to the owner’s application, the property owner’s District’s adopted Rule, guidelines, policies, procedures or standards have been applied incorrectly by the ARC, the property owner may appeal the ARC’s decision to the District Board in which the property owner resides. In the case of a property owner residing in the Town of Lady Lake/Lake County, said appeals will be heard by the Village Center Community Development District. The District Board will only review the information presented to the ARC. No additional information may be presented on appeal.

BY SIGNING THIS ARCHITECTURAL REVIEW HOME PROPERTY ALTERATION APPLICATION, I ACKNOWLEDGE THAT I HAVE READ AND RECOGNIZE THE RESPONSIBILITIES AND LIABILITIES AS DESCRIBED ABOVE.

PROPERTY OWNER(S) SIGNATURE **DATE**
ADDRESS _____
WORK MUST BE COMPLETED WITHIN 6 MONTHS OF DATE OF APPROVAL

ARCHITECTURAL REVIEW COMMITTEE ACTION:

Approved with stipulation (s) below **Denied for reason(s) below**

ARC APPROVAL STIPULATIONS:

- A. OWNERS SHALL COMPLY WITH, AND BE LIABLE FOR ANY NON-COMPLIANCE WITH, THE APPLICABLE CONSTRUCTION PLAN FOR THE SURFACE WATER MANAGEMENT SYSTEM PURSUANT TO THE APPROVED PLAN ON FILE WITH THE APPLICABLE STATE WATER MANAGEMENT DISTRICT.
- B. IMPROVEMENTS SHALL NOT BLOCK, INTERRUPT OR REDIRECT ANY EXISTING DRAINAGE FLOW.
- C. IMPROVEMENTS SHALL NOT CAUSE ADDITIONAL DRAINAGE FLOW ON ADJACENT PROPERTIES.
- D. PROPERTY OWNER IS LIABLE FOR ANY RESULTING BLOCKAGE, INTERRUPTION, OR REDIRECTION OF EXISTING DRAINAGE FLOW, ANY ADDITIONAL DRAINAGE FLOW OR ANY TYPE OF EASEMENT ENCROACHMENT(S) ISSUES.
- E. OWNER SHALL COMPLY WITH COUNTY SETBACK REGULATIONS WHICH ARE SEPARATE AND DISTINCT FROM EASEMENTS.
- F. _____

Approval does not waive the owner’s responsibility/liability for compliance with the Laws as identified herein.

DENIED/REASON _____

OTHER: _____

Date ___/___/___ **Committee Chairperson Signature** _____

Bring/Mail application to:
VCDD Community Standards Department
984 Old Mill Run, The Villages, FL 32162
Phone: (352) 751-3912 • Fax: (352) 751-6707
archreview@districtgov.org / www.districtgov.org