

If you need additional help completing the application, please contact the Community Standards Department at (352) 751-3912 for assistance.



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

<i>For Office Use Only</i>
App#: _____
Dist#: _____

Unit and lot can be found on your Villages Resident ID Card.

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

Sign the application.

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 Mail Application

Property Owner will pick up application Contractor will pick up application

E-Mail Application _____

Include the Village you reside in and your home type.

How would you like us to notify you of your application results?

Describe all requested modifications or alterations below:

Provide full description of modification. For example:

DO NOT STATE: Landscaping

DO: Add additional landscape bed along SW corner of home 4' x 6'. Will include mulch, 2 hibiscus, 1 palm tree and 6 annual plantings. Height of plantings shall be no higher than 20". There will be a landscaping wall not to exceed 18" and the bed will remain 3' off the property line.

NOTE: All modifications shall be highlighted on the site plan.

HOME REPAINTING: Architectural approval is not required if the desired color is the same color at the time of original construction.

- a) **Districts 1, 3, 5, 6, 7, 8, 9, 10 & LL/LC:** architectural approval is not required if the desired color is on the approved color palette or is a color within the hue range of the palette. Requests for colors not on the approved color palette must include an accurate color sample and photographs depicting current home colors along the subject street within a 200-foot radius of the subject homesite.
- b) **District 2:** does not have an approved color palette; therefore, all home painting requests must include an accurate color sample and photographs depicting current home colors along the subject street within a 200-foot radius of the subject homesite.
- c) **District 4:** architectural approval is required even if the chosen color is on the approved color palette or is a color within the hue range of the palette. Requests for colors not on the approved color palette are required to have the desired color approved by the District 4 Board of Supervisors for inclusion on the palette.

For Staff Use Only

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

Make sure all the lines are either initialed or marked N/A. Incomplete applications will not be accepted.

Application # _____

REQUIRED APPLICATION CHECKLIST

Please initial each item below (or indicate those which are not applicable) to ensure completeness of the application. An application shall be deemed incomplete and returned to the owner or the owner's representative if any of the applicable items listed below are not initialed, included or legible.

All applications MUST include (please initial next to each item verifying information is included):

Initial

- 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.
- Color of materials for all proposed improvements (shingles, paint, driveway coating, pergolas, etc.).
- Aerial depicting property (can be obtained from google maps).
- Minimum of three copies of any and all plans or documents exceeding 11" x 17".
- Site Plan* or Boundary Survey (for all projects with the exception of improvements not affecting the existing footprint/homesite) which shall identify, at least the following:
 - All existing easements, including but not limited to, platted easements and easements created in the declaration of restrictions.
 - Location of all existing improvements (house, driveway, landscaping beds, etc.) on the property.
 - Location of all proposed alterations, additions, modifications and landscaping (including but not limited to walkways, landscaping walls, curbing, edging and landscaping beds) shall be **highlighted**.
 - Dimensions (height, width, length) of all proposed improvements including but not limited to room additions, pergolas, driveway extensions, landscaping beds, landscaping walls and walkways, stepping stones, landscaping walls, curbing and edging.
 - Distances to all property lines from all proposed alterations, improvements, additions, landscaping, including but not limited to landscaping beds, landscaping walls, curbing, edging, walkways, trees, shrubs and water features.
 - Distances to all roadways from all proposed alterations, improvements, additions, landscaping, including but not limited to landscaping walls, landscaping beds, curbing, edging, walkways, trees, shrubs and water features.

All LANDSCAPE applications MUST also include:

Initial

- Location and quantity of proposed plant material (trees, shrubs and flowers) inside and outside of all landscaping bed(s) being added or altered.
- Maximum height of all plant material.
- Maximum height of all landscaping walls.
- If replacing sod with Florida-friendly ground cover (see Architectural Review Manual, Section 2.11), indicate the twelve inch high single species ground cover to be utilized.
- Identify all accent materials in landscaping beds (rocks, mulch, pine straw, etc.).
- Photograph of property demonstrating its current state.

All ADDITION /EXTENSION applications MUST also include:

Initial

- Elevation drawings for all proposed additions or extensions.

*A copy of the original site plan is typically 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.

NOTE: These are the minimum requirements. The Architectural Review Committee may require additional information after reviewing the application.

ACKNOWLEDGEMENT, INDEMNIFICATION, AND HOLD HARMLESS:

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. Property owner agrees to indemnify and hold harmless the district, ARC, and their principals 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.

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 or due process was not afforded 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.

BY SIGNING THIS ARCHITECTURAL REVIEW HOME PROPERTY ALTERATION APPLICATION, I ACKNOWLEDGE THAT I HAVE READ AND RECOGNIZE THE RESPONSIBILITIES AND LIABILITIES AS DESCRIBED ABOVE. WORK MUST BE STARTED WITHIN 2 COMPLETED WITHIN 6 MONTHS OF DATE OF APPROVAL

Sign and date the application.

_____ **PROPERTY OWNER(S) SIGNATURE** _____ **DATE**
ADDRESS _____

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 ALL OTHER APPLICABLE GOVERNMENTAL REGULATIONS.

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

DENIED/REASON _____

If your application is denied, please contact the Community Standards Department at 352-751-3912 for assistance.

Date ____/____/____ Committee Chairperson Signature _____