

## Architectural Review Application Form

*For Office Use Only*

App# \_\_\_\_\_

Dist# \_\_\_\_\_

Bring/Mail application to:  
VCDD Community Standards Department  
3571 Kiessel Road, The Villages, FL 32163

Phone: (352) 751-3912

[archreview@districtgov.org](mailto:archreview@districtgov.org) / [www.districtgov.org](http://www.districtgov.org)

Property Owner(s) Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Village of \_\_\_\_\_

Phone Number \_\_\_\_\_ Unit \_\_\_\_\_ Lot \_\_\_\_\_ ☐ Courtyard Villa ☐ Patio Villa ☐ Home ☐ Veranda

Contractor Business Name \_\_\_\_\_ Phone \_\_\_\_\_

**Please check appropriate box for Application Result Notification:**

- |  |  |
|--|--|
| <input type="checkbox"/> Will Obtain Results from District Website | <input type="checkbox"/> Mail Application                    |
| <input type="checkbox"/> Property Owner will pick up application   | <input type="checkbox"/> Contractor will pick up application |
| <input type="checkbox"/> E-Mail Application                        |  |

**Describe all requested modifications or alterations below (failure to include a description of all requested modifications or alterations may result in the denial of your ARC Application):**

---

---

---

---

**HOME REPAINTING:** For guidelines, please contact the Community Standards Department at 352-751-3912.

**TREE REMOVAL:** Do you have documentation from the Internal Society of Arboriculture or a Florida-licensed landscape architect that the tree presents a danger to persons or property? ☐ YES ☐ NO

*If you marked yes, this application is not required, but if you marked no, this application is required.*

**ACKNOWLEDGEMENT, INDEMNIFICATION, AND HOLD HARMLESS:**

Property owner acknowledges ARC approvals and denials are made in accordance with the District's adopted Rules, 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 Village Community Development Districts (the "Districts") and ARC shall have no liability or obligation to determine whether the requested improvements, changes, alterations or additions comply with the Laws. Property owner shall indemnify and hold harmless the Districts, ARC, and their principals for any claims arising from property owner's construction of any improvements to their property. Without limiting the foregoing, ARC approval in no way modifies the property owners' responsibility or liability to maintain designated storm water flow paths and avoid encroachments into easement areas.

**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

- \_\_\_\_\_ Proof of homeownership, such as: 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), if applicable.
- \_\_\_\_\_ Improvement plans (if the plans are larger than 11" x 17" a minimum of three copies of any and all plans or documents are required).
- \_\_\_\_\_ Site Plan\*/Boundary Survey, or sketch if neither of those are available (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, etc.) on the property that will impact proposed modifications.
  - Location of all proposed alterations, additions, modifications and landscaping (including but not limited to landscaping walls, curbing, edging and landscaping beds) shall be **highlighted** or otherwise marked.
  - Dimensions (height, width, length) of all proposed improvements including but not limited to room additions, pergolas, pools, driveway extensions, patios, walkways, landscaping beds, landscaping walls including curbing and edging. Any improvements requiring a stem wall or elevated foundation shall be noted and approximate heights listed on the site plan.
  - 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.

**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 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, if applicable.

**All HOME ADDITION/EXPANSION/EXTENSION Applications MUST also include:**

Initial

- \_\_\_\_\_ Elevation drawings for all proposed additions or extensions.

**All REROOF applications MUST also include:**

- \_\_\_\_\_ Color of shingle being used on the home
- \_\_\_\_\_ Aerial depicting property and neighboring properties (can be obtained from Google Maps)

\*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.**

**NOTICE OF PUBLIC HEARING:**

Application # \_\_\_\_\_

To allow adequate time to process the application and post the agenda per state statute for 7 days, I acknowledge that if this application is date stamped/received by Friday at 5:00 pm it will be reviewed within 14 business days of submission, by the Architectural Review Committee for Lady Lake/Lake County & Districts 1-10 at 8:30 am, in a public meeting held at the District Office, 3571 Kiessel Road, The Villages, FL 32163, and by the Architectural Review Hearing Officer for Districts 11-15 at 1:00 pm, in a public meeting held at the Ezell Regional Recreation Center, 769 Marilee Place, The Villages, FL, 32163, and it is in my best interest to attend and present all relevant information to the ARC. Contact Community Standards at 352-751-3912 to verify date received and meeting date.

**BY SIGNING THIS ARCHITECTURAL REVIEW COMMITTEE APPLICATION FORM, I ACKNOWLEDGE: (1) THAT I HAVE READ AND RECOGNIZE THE RESPONSIBILITIES AND LIABILITIES AS DESCRIBED ABOVE; (2) ALL WORK MUST BE COMPLETED WITHIN NINE (9) MONTHS OF DATE OF APPROVAL; (3) THAT I CONSENT TO THE INSPECTION OF ANY IMPROVEMENTS MADE TO MY PROPERTY, BY THE DISTRICT OR ANY OF ITS AGENTS, TO ENSURE THAT THE IMPROVEMENTS WERE MADE IN ACCORDANCE WITH ARC APPROVAL; (4) AND UNDERSTAND THAT IN THE EVENT THE IMPROVEMENTS DO NOT CONFORM TO THE APPROVAL OR DISTRICT RULES AND STANDARDS THEN I AM RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH BRINGING THE PROPERTY AND IMPROVEMENTS INTO COMPLIANCE WITH ARC APPROVAL AND DISTRICT RULES AND STANDARDS; (5) THE ARC CAN NOT APPROVE IMPROVEMENTS THAT ARE NOT PERMITTED BY THE RULE OR RESTRICTION SO EVEN IN THE EVENT OF APPROVAL, IT IS THE PROPERTY OWNERS' RESPONSIBILITY TO CONTINUE TO COMPLY WITH THE RESTRICTIONS.**

\_\_\_\_\_  
**PROPERTY OWNER(S) SIGNATURE**\_\_\_\_\_  
**DATE**

---

**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. IMPROVEMENTS MADE WITHIN THE RIGHT OF WAY OR EASEMENT AREAS ARE MADE AT THE OWNER(S) OWN RISK. THE DISTRICT IS NOT RESPONSIBLE FOR ANY DAMAGE, LOSS, OR INJURY RESULTING TO OR FROM PERSONS, PROPERTY OR IMPROVEMENTS, REMOVAL OF IMPROVEMENTS, OR COSTS INCURRED AS A RESULT OF MAINTENANCE OR USE OF THESE AREAS.
- G. IN THE EVENT OF TREE REMOVAL APPROVAL, THE OWNER SHALL REMOVE THE TREE STUMP AND RESTORE THE AREA TO ITS NATURAL STATE.
- H. COURTYARD VILLA ROOFING PROJECTS - WHEN RE-SHINGLING THE COLOR SHALL BE THE SAME COLOR USED AT THE TIME OF ORIGINAL CONSTRUCTION. IF THE ORIGINAL COLOR IS NOT AVAILABLE, A COLOR CLOSELY RESEMBLING THE ORIGINAL COLOR SHALL BE USED.
- I. \_\_\_\_\_

**Approval does not waive the property owner's responsibility/liability for compliance with the Laws as identified herein and otherwise.**

DENIED/REASON \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Committee Chairperson Signature \_\_\_\_\_