

Buena Vista Condominium Association

ARCHITECTURAL REVIEW COMMITTEE APPLICATION

This request form is to be completed by the unit owner and submitted to the Architectural Review Committee (ARC) for approval **BEFORE** any work commences. Please refer to your Declaration of Covenants and Restrictions for a description of the ARC and its purpose.

THIS SECTION TO BE COMPLETED BY UNIT OWNER

Date: _____ Name (Owner): _____

Address with Condo #: _____

Email Address: _____

Phone #: Primary: _____ Secondary: _____

Describe the change/Addition/Installation: (i.e. screened patio, replacement windows etc.)

LOCATION: Attach copy of plot plan or diagram showing where the change is located relative to the home and property.

SPECIFICATIONS: Attach copies of plans from the contractor or vendor providing the product; samples; a brochure, estimates and/or photographs.

- Dimensions: _____
- Material(s): _____
- Color(s): _____

Note: All requests must conform to local zoning and building regulations. You must obtain and comply with all necessary governmental applications and permits once your request is approved by the Architectural Review Board. Failure to comply will result in your project being denied and/or suspended until proof of compliance is produced.

THIS SECTION TO BE COMPLETED BY THE ARCHITECTURAL REVIEW COMMITTEE

Date Approved: _____ Date Denied: _____

ARC Committee Signature: _____

Board Member Signature: _____

Comments: _____

Note: Committee has a maximum of thirty (30) days from date of receipt of information to provide approval or disapproval. If all required material or information is not included at time of submission, approval time period does not begin until all information/material is submitted. Please return completed form to:

Buena Vista Condominium Association
c/o Showcase Property Management
101 S. Courtenay Parkway
Merritt Island, FL 32952

Or log onto your AppFolio portal and upload information to this site.

Vendor Checklist

Vendor Name _____
Vendor Phone Number _____
Vendor Email _____

The following documents are required before the vendor starts any work on property.

	<u>use date as check off once received</u>
W9 (only if work is being paid by association)	_____
General Liability	_____
Work Comp Insurance or Work Comp Exempt Certificate	_____
EPA Certificate	_____
Current Business Tax Receipt	_____
Sunbiz	_____

**For work being done in an individual unit,
please the certificate holder:
Owner's Name
Address where the work is being performed**

Please list as additional insured when work is being done in an individual unit:
Buena Vista Condominium Association
c/o Showcase Property Management
101 S Courtenay Parkway
Merritt Island FL 32952