

**Tropical Cove Condominium Association, Inc**

**ARCHITECTURAL REVIEW COMMITTEE (ARC)**

**APPLICATION FORM**

Please see the reverse side (page 2) for instructions and more information.

Date: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address if Different: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Approval is hereby requested to make the following modification, alteration or addition to my home or lot. I understand that ARC applications are reviewed once a month and the 30-day review period does not commence until all documentation to complete my application is received by the ARC. I also acknowledge that work will not commence on this improvement until notification of approval has been received from the ARC. This approval is only good for six (6) months from date of approval.

Modification Description: \_\_\_\_\_

Signed: \_\_\_\_\_

\*\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*\*

Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied/Tabled \_\_\_\_\_

Comments:

Please note: Modifications must also be in compliance with all applicable County building and zoning ordinances. Please be advised that you are responsible for obtaining any required Brevard County permits and ensuring that your plans do not violate any applicable County building codes.

# Tropical Cove Condominium Association, Inc

## ARCHITECTURAL REVIEW COMMITTEE

The Architectural Review Committee ("ARC") reviews all requests for modifications to homes following the original lot improvements. The ARC encourages tasteful and aesthetically pleasing architectural design consistent with the existing structures and landscaping. The ARC tries to consider the impact of any improvement to the surrounding neighbors and property.

To complete an application, the homeowner must submit:

- 1. A completed application form.**
- 2. A thorough description of the proposed modification**
- 3. Property survey, drawing, pictures, site plan, etc. as applicable in the list below, depending on the project. (Please note that contractor estimates or drawings on graph paper are not a property survey.)**

Applications can be submitted in the following ways:

**The best way is via Appfolio. You must have portal access.** If you do not, please request a link.

**Email:** [scshowcam@gmail.com](mailto:scshowcam@gmail.com)

**Drop off/Mail:** Tropical Cove Condominium Association  
c/o Showcase Property Management  
101 S. Courtenay Pkwy  
Merritt Island, FL 32952

Below is a list of required documentation that the homeowner must provide with the completed application form. The list includes the most frequent modifications to help homeowners and the ARC ensure that all documentation is included for the review process, however it does not include every modification that requires approval. Please direct any questions or concerns to Danielle Beverly at [danielle.showcasecam@gmail.com](mailto:danielle.showcasecam@gmail.com) or 321-394-7761.

**\*\* Applications that do not include the necessary documentation stated below will be tabled until all information is received, which could delay your approval \*\***

### **Patios/Screen enclosures**

- Patio material (concrete/pavers)
- Screen enclosure type and color (if having one installed)

### **Screening Existing Trussed Patio/Front Entryway**

- Contractor drawing of screening
- Color of screen framing

### **Solar Panels**

- Aerial view of the house with the location and dimensions of panels
- Description of how panels will be attached to roof and color of panels

### **Hurricane Shutters**

- Type and color of shutters (Roll-down, accordion, etc.)
- Location of shutters

### **Landscaping, Satellite Dishes, Generators, Paver Walkways, Playsets/Trampolines, Flagpoles, and ALL OTHER MODIFICATIONS:**

- Must include pictures, drawings, etc. of the addition/modification and a site sketch of where it will be placed.