



Architectural Review Committee [ARC] Application

This form must be submitted for any changes to the exterior of your lot or home.

Resident Name: _____ Lot# and/or Street Address: _____

Resident Contact Phone: (_____) _____ Project being done by: ___ Resident ___ Contractor

Contractor's name and phone: _____

Estimated start date of project: _____ Anticipated completion date: _____

Brief description of the project: _____

Signature: _____ Date: _____

INSTRUCTIONS: Attach a detailed, legible drawing and written description. You must show the location of your project in relation to compass North, to your home, the street, seawall and all adjacent or pertinent structures, including the description of the material and colors to be used and all actual dimensions.

BY SIGNING ABOVE, I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

- No work will begin until written approval is received from the Co-Op. All work must be completed within 60 days from the approval date. If not completed in the required timeframe, you must request an extension in writing. All work will be done expeditiously once commenced and will be completed in a professional manner, minimizing interference with and inconvenience to other residents.
- Approval is not a guarantee of structural safety or engineering soundness.
- You must obtain all local building permits and abide by all codes and Rules and Regulations that apply. The City of Palmetto will not grant you a permit until you obtain approval from Tropic Isles Co-op, Inc. Copies of permits must be submitted to Tropic Isles Co-Op prior to commencement of any work.
- You are responsible for any damages to utilities and other property.
- Workman's Comp. Exemption or Waiver is not acceptable for contractors. Contractors must be licensed and carry Worker's Compensation AND Liability Insurance.
- If all of the necessary information is not submitted with your ARC application, you will be asked to re-submit a completed/amended application. When the amended application is received, your application date begins anew.
- Deviation from the approved plan will void any approvals and you may be required to deconstruct the project. Any unapproved work will result in a monetary penalty.
- Upon approval or denial of your ARC request, you will be contacted. Please pick up your letter at the Co-op Office after you have been contacted.
- **If approved, it is your responsibility to coordinate with the ARC, Contractor, City Officials, and the Co-op Office. Don't start work until you receive all of your permits. Take all permits to the office.**
- **The ARC Committee does not determine boundary lines.**
- **Please allow 14-21 days after submittal to receive decision of ARC Committee.**

Space below for use by Tropic Isles Staff and ARC only

3-COR approval process applicable: YES / NO

Manager approval process applicable: YES / NO

Committee Members Present Initials:

	Randy Blanton		Steve Tourillotte		Catherine Sweeney
	Kathryn Wells		Mike McBride		

Decision of the ARC Committee:

_____ **APPROVED**

_____ **APPROVED with stipulations:** _____

_____ **DENIED for the following reason(s):** _____

Date: _____ **AUTHORIZED SIGNATURE(S):** _____ / _____

BUILDING PERMIT REQUIRED: YES / NO

**Resident signature acknowledging receipt
Of completed application:**

_____ Date: _____

Completed application and all supporting information must be received at least 7 days prior to ARC meeting. Any modifications performed without ARC approval are subject to \$250.00 penalty.