Architectural Review Committee (ARC) Application

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

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

Contact Phone: (____)_____Project being done by:___Applicant ___Contractor

Contractor's name and phone:_____

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

Brief description of the project:_____

_____

_____

Signature: _____ Date: _____

INSTRUCTIONS:

Attach the following documents:

- Detailed, legible site plan showing the location and actual dimensions of your project in relation to compass north, the home, street, seawall (if applicable) and all adjacent or pertinent structures
- A description of the material and colors to be used
- Please refer to current Architectural (ARC) Guidelines for additional submittal requirements

Completed application and all supporting information must be received at least 7 days prior to ARC meeting. Any application deemed to be incomplete will be rejected for re-submittal. Any modifications performed without ARC approval are subject to $250.00 penalty.

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. Approval is valid for six (6) months from the date of approval. 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.*
- *You are responsible for any damages to utilities, roads, common areas, and other property.*
- *Workman's Comp. Exemption or Waiver is not acceptable for contractors. Contractors must be licensed and carry Worker's Compensation & Liability Insurance.*
- *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 stop work order and/or 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.*

Space below for use by Tropic Isles Staff and ARC only

3-COR approval process applicable: YES / NO _____

Committee Members Present Initials:

	Chris Wagner		**Steve Tourtillotte**		**Catherine Sweeney**
	Mike McBride		**Bill Eagle**		**Mike Cloutier**

Decision of the ARC Committee:

_____ **APPROVED**

_____ **APPROVED with stipulations:** _____

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

Date:_____ **AUTHORIZED SIGNATURE:** _____

Completed application received:

_____ _____

Applicant Signature **Date**