

The Springs of Suntree

Architectural Review Committee (ARC) Request Form

Three ARC members must approve this form

Do not begin any work until you receive an APPROVED copy of your ARC request.

This request, if approved, must be completed as submitted and must comply with all recorded covenants and restrictions of our community, the Architectural Standard Manual as well as county building codes. Please refer to the Springs of Suntree Covenants and ARC Manual when submitting this request. You must independently check to make sure your project meets any building or county /state requirements. All Permits are your responsible to ensure are obtained.

Please submit this completed form, a copy of your survey (if relevant to the request), two copies of each paint sample (if applicable) and details of your project to the office. Please be sure to include measurements, any drawings and/or pictures and specific descriptions of the work to be completed.

Please refer to the back of this form for information about having your final inspection done when your project is completed.

Date: _____ Property Owner Name: _____

Goal Completion Date: _____ Subdivision: _____ Phone Number: _____

Address: _____ Email: _____

Description of Change to Property:

Any variation or alterations to the plan submitted and approved may render the approval null and void. The owner may be required to remove/undo alteration(s) and resubmit an application to gain ARC Final Approval. Failure to comply with the requirements of the Springs of Suntree as outlined in the Community Documents and ARC Manual may result in unexpected expenses to the homeowner which may include but not be limited to fines and legal fees.

Homeowner Signature: _____ Date of Signature: _____

Your Request has been:	<input type="checkbox"/> Approved <input type="checkbox"/> Resubmit to ARC (see below) <input type="checkbox"/> Disapproved	
Comments/Explanation:	<hr/> <hr/>	
_____ ARC Committee Member Date Approve _____ Disapprove _____	_____ ARC Community Member Date Approved _____ Disapprove _____	
_____ ARC Committee Member Date Approve _____ Disapprove _____	_____ ARC Committee Member Date Approve _____ Disapprove _____	

Continued ...

Homeowner Tips:

- Refer to ARC Manual for community standards.
- Do not know if your project requires a building permit? Call the Brevard County building permit office at **321.633.2072** or go to **www.brevardcounty.us**.
- Obtain ARC Request Form from office, owner porthole or on the website.
<https://springsofsuntree.managebuilding.com/Resident/public/home>
- Complete and submit form with required supporting documentation prior to scheduling/starting your project. All projects must be approved before work can start. Please note that exterior house paint colors must be approved by the ARC committee. there are sample books/swatches of approved home and drive paint colors/sealers if you do not choose from these approved colors sample swatches must be submitted and a 2'sq section of you home must be painted with a sample of the color choices you wish to have considered.
- When requesting paint approval, please indicate what part of the house each paint color is for. (Body, trim, or garage doors.)
- Requests will be reviewed at scheduled ARC meetings.
- Decisions will be mailed to homeowners within 30 days.
- Please do not begin any work until you have received APPROVAL from the ARC.

ARC Appeal Process:

If your request is denied by the ARC, you may submit an **ARC Appeal Form** to the office. Appeals will be reviewed by the Board of Directors at the next scheduled Board Meeting.

**NOTIFY THE OFFICE WHEN YOUR PROJECT IS READY FOR
FINAL INSPECTION
321.242.1734**

To be completed by a current member of the Architectural Review Committee ONLY

Completed work inspected by: _____ Date _____

Completed as submitted: YES NO

Notes/Comments:
