

Vilano Oaks Homeowners Association ARCHITECTURAL REVIEW COMMITTEE SUBMISSION FORM

Any modifications to your property must be submitted to the Architectural Review Committee for approval **PRIOR** to any work or modifications being constructed on your property. Please allow two to four weeks for complete processing. Include complete descriptions, dimensions, style type, drawings, materials, colors, etc. The more information you provide will help expedite your application.

Please attach a copy of your final boundary survey showing the location of the improvement in relation to other structures and having the lot lines marked. Survey should be marked with x's plotting the locations of fences.

Name of Applicant:	Date:
Address:	Lot #:
Telephone: (H)	(W)
E-mail:	

Desired Start Date:	Estimated Completion Date:
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Describe improvement:
(Text goes here)

(Optional Picture goes here)

* Attach additional sheets if needed.

** Homeowner is responsible for compliance with all applicable codes and ordinances and will obtain any necessary permits if this application is approved.

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This section for Board use only

Date application received			
Action taken	Approved		Denied
Comments			
Date mailed			

PLEASE RETURN COMPLETED APPLICATION TO:
 VILANO OAKS HOME OWNERS ASSOCIATION
 ARCHITECTURAL REVIEW COMMITTEE
 P.O. Box 767
 ST. AUGUSTINE, FL 32085

OR VIA E-MAIL TO ARC CHAIR (See VOHA Website for Committee membership).

All applications must be accompanied by the following materials:

- Attach architectural plans, drawings or photographs of the proposed project. Drawings MUST show elevations, dimensions, height off the ground, relationship to existing structures, railings, footings, color samples and/or manufacturer's brochure, if necessary.
- Attach a copy of the property plat showing size, shape and location of improvement to residence and to adjoining properties (including specific dimensions of improvement and distances to adjoining properties.) Grading plan must be included, if applicable.
- Obtain the signatures of all adjacent or affected property owners. The signatures only indicate their awareness of your proposed plans. Check boxes indicate whether affected neighbors have concerns, and if none do, the expedited approval or "e-vote" process may be used for uncontroversial ARC applications requiring approval prior to next scheduled board meeting. Signatories having concerns about the proposed plan must notify the Association of specific concerns in writing prior to next board meeting.

NOTE: Plans must pass Board assessment of compliance to Covenants and AGRR, and the status of no objections from adjacent property owners does not guarantee approval of the project.

Name: _____ Phone Number: _____

Address: _____ Lot Number: _____

- I am aware of and have no concerns relative to this planned property improvement
- I am aware of, but reserve the right to submit concerns in writing to the HOA prior to next board meeting

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Address: _____ Lot Number: _____

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I understand and agree to the following:

- This modification may require a County building permit or may be subject to other governmental regulations. I agree to obtain all required city/county approvals. All Utilities will be contacted prior to the commencement of any construction. Approval of this application satisfies only the requirements of the Association and not any obligations to the County or others as may be required.
- I assume full responsibility for all landscaping, grading and/or drainage issues relating to the improvements, including applicable replacing bonds or escrows posted by Developer/Builder currently in place affecting the lot. All work associated with the project will be completed within the property lines. I also assume full responsibility for any damage to adjoining property (including common area) or injury to third persons associated with the improvement.
- No work on this proposal will commence until I receive written approval of the Association. To do so is a violation of the Covenants of the Association and may result in my being required to remove an unapproved modification and restore my property to its original condition at my own expense if this application is disapproved. I also understand I may be held responsible for any legal fees incurred on behalf of the Association in enforcing this provision.
- An approval is contingent upon the construction being completed in a timely and a professional and workmanlike manner as per the specifications as submitted in this applications.
- The members of the Association may enter upon my property to make routine inspections.
- There are architectural requirements addressed in the Design Standards and the Declaration and a review process as established by the Board of Directors.
- The approval authority granted by the Association (if so granted) will automatically expire should the proposed project not be commenced within 180 days of the approval or completed within one year of the approval
- A variation from the original application must be submitted for approval of the Association.

Owner/Applicant's Signature: _____ Date: _____

Use multiple signature sheets if needed.