

Date Received By Office: _____



Application to Architectural Review Committee to Modify Property

To be filled in by Applicant (please print):

Name of Applicant (s) _____ Village _____

Mailing Address _____

Unit (Lot) Address _____

Contact Numbers _____ Email (optional) _____

In accordance with requirements of the Architectural Review Committee of the Master Association and the requirements of the Village Association to which I belong, I hereby request approval for the following modification: **(Describe here the modification requested) Please use additional sheet if necessary.**

NO WORK MAY COMMENCE UNTIL BOTH THE ARCHITECTURAL REVIEW COMMITTEE (ARC) AND THE VILLAGE ASSOCIATION BOARD HAVE REVIEWED THIS APPLICATION AND RETURNED A LETTER OF APPROVAL TO YOU.

Applicant's Signature _____ **Date** _____

Instructions:

1. Complete all items. Sign where required above. Submit to the Property Manager. It will be reviewed by the ARC and Village Association Board.
2. One complete set of plans and specifications prepared by an architect, landscape architect, engineer, etc. or property owner shall be attached to this application.
3. Information contained in these plans and specifications must show the nature, kind, shape, height, materials, color scheme and location of the requested change or alteration, depending on the type of modification requested.
4. One copy of the final Lot Survey indicating the location and dimensions of the proposed modifications is also to be attached.
5. Submit photo(s) of the area in which the modification(s) will be done.
6. Contractor's information such as name, address, copy of license or certificate of competency and certificate of insurance naming TownPark HOA and the respective Village HOA, 11270 SW TownPark Ave, Port St Lucie, FL 34987, as the certificate holder, must be obtained by the applicant and a copy furnished to the ARC.
7. All applicable governmental permits or approvals must be obtained by the applicant and a copy furnished to the ARC before work is to begin.

8. As a condition precedent to granting any request for a change, alteration or addition, the applicant, his heirs and assigns, hereby assumes sole responsibility for the repair, maintenance or replacement of any such addition, alteration, or change and shall indemnify and hold each Association harmless from and against all claims, causes of action and expenses (including attorneys' fees) made against each Association in connection with, or as a result of, the modification to be performed under this request.
9. The applicant assumes all responsibility for any infringement on or interference with existing facilities and easements on the property.
10. Approval of this request does not constitute approval of the structural integrity or building code conformance of the requested modification and is intended solely to maintain harmonious visual aesthetics within the community.
11. An approval or denial will be delivered within 30 days after the ARC's receipt of this application together with all required materials. If plans are not approved within 30 days, such plans shall be deemed rejected.
12. Approvals are for 180 days (6 months). If your project requires an extension, you must make a request for extension in writing and wait for written approval of the extension.

Village Association Action Taken

Your request is Approved _____ Conditionally Approved _____ Disapproved _____ Incomplete _____

The following information is required, or approval is conditioned upon:

Village Association Board of Director Signature _____ **Date** _____

ARC Application Checklist for Applicants

This checklist is included to help you organize required documentation. Having the appropriate documents submitted with your completed application will expedite the process. Please provide the following that are applicable to your modification.

- **Copy of Property Survey** indicating property modification _____

- **Plans from Contractor** including size, color and location _____

- **Plans from Property Owner** including size, color and location _____

- **Copy of Contractor License/Certificate of Competency**
License # _____ Exp Date: _____ _____

- **Copy of Contractor Insurance**
License # _____ Exp Date: _____ _____

- **Paint Sample or Color Names** if Painting _____

- **Photo/Brochure** showing material if applicable _____

- **Photo(s)** of where property modification will take place _____

- **Copy of Building Permit** once approved _____

- **Pool or Room Addition** requires **\$1000 deposit** _____

- **Return Completed, Signed Application** _____

TOWNPARK MASTER HOA, INC.

Architectural Review Committee (ARC) Damage Waiver

_____ and _____ (“Owners”) of

_____, Port St. Lucie, Florida, submit this request to the Architectural Review Committee (“ARC”), for written approval of the attached plans and specifications or drawings (“Plans”) for the construction of the improvements shown on the Plans (the “Improvements”). The Owners acknowledge and agree that they shall be responsible for any and all damage to roadways, sidewalks, and landscaped areas and any other common areas governed by the Association or any other property within TownPark (“Property”) in connection with or arising out of the construction or the improvements.

Without, in any way limiting, and in addition to the rights and remedies of the Architectural Review Committee (“ARC”) and the homeowners association(s), the Owners hereby agree to repair or restore any damage to the Property caused by or resulting from the acts or omissions of the Owners or the Owners’ contractors and agents in connection with the construction of the Improvements. The Owners shall be liable to the Association for any cost required to affect the repairs to or restoration of the Property or to pay any claim for injury or damage to the Property.

Dated: _____, 20__

X _____

X _____

TownPark Master Homeowners Association, Inc. acknowledges receipt of this Waiver and agrees to act in accordance with the terms of the Application.

**THE ARCHITECTURAL REVIEW COMMITTEE ON BEHALF OF
TOWNPARK MASTER HOMEOWNERS ASSOCIATION, INC.**

Dated: _____, 20__

by: _____