

**ARCHITECTURAL REVIEW COMMITTEE
APPLICATION FORM
INSTRUCTION SHEET**

1. All applications must be signed by the property owner. The property owner should use and follow all the guidelines expressed in the "ARC Guidelines".
2. The property owner must complete the attached application and include all required documentation as expressed in the ARC Guidelines.
3. The property owner should include clear and up-to-date complete drawings, (marked-up survey map and side elevations) with accurate dimensions, measurements and setbacks.
4. If the application is for additional concrete, structures, or non-pervious materials, it is required to include an accurate 60/40 calculation with the property survey.
5. **If the application is not complete with all required information and drawings, it will be disapproved.**

Applications must be submitted at the CSA office by **12:00 Noon on the Friday** preceding the following Wednesday's ARC meeting. If possible, attend the ARC meeting so any committee questions may be answered. ARC meeting schedules and location will be posted in the TGO Happenings.

In the event a property owner considers changes to the original ARC application, the property owner is required to submit a new/revised ARC application before those changes begin at the owner's site.

If the property owner does not submit an ARC application, or if a new/revised application is required and not submitted, then the property owner is in violation of the ARC Guidelines and will be subjected to the following action listed below in steps 1-3.

1. A certified letter will be mailed to the property owner directing the owner to stop all work immediately and re-submit an acceptable application within 30 days. The owner shall not start work until the new/revised application is approved by ARC. If the new/revised application is not approved by ARC, the owner may be required to return the property to its original state prior to any work.
2. If a new/revised application is submitted to ARC, and it does not meet the requirements of the ARC Guidelines, then at the discretion of the ARC and the Board of the Directors, pre-litigation mediation may be initiated.
3. If the issue(s) cannot be mediated, the CSA may be directed to pursue litigation.
NOTE: While litigation or mediation is being pursued, the ARC will notify the CSA and the realty companies operating in TGO, that there are unresolved issue(s) with respect to the said property.

All ARC applications that include any kind of excavation whatsoever are required to have a utility mark-out to prevent damage to any underground utilities. To locate electric, telephone, TV cable and CSA sprinklers, call SUNSHINE LOCATES @ 800-432-4770 or 811. This service is FREE and requires a 48 hour notice.

(DETACH THIS PAGE)

ARC APPLICATION

In accordance with the declaration of covenants, conditions and restrictions:
NO CONSTRUCTION OR OTHER WORK SHALL BEGIN WITHOUT PRIOR APPROVAL OF THE ARC.

TO: CSA ARCHITECTURAL REVIEW COMMITTEE

FROM: (TGO OWNER NAME) _____

PROJECT ADDRESS _____

ADDRESS/PHONE NUMBER WHERE YOU CAN BE REACHED DURING
CONSTRUCTION, IF NOT AT PROJECT:

REQUEST PERMISSION TO:

(This form may be used for more than one item if enumerated above.) Attach supporting documents.

Property owner is responsible for any changes to original Application. Any modifications to this Application will require resubmission to ARC.

Contractor: _____

I have read and understand the ARC Guidelines (dated February 2014), and believe that this request meets all the applicable requirements.

Owner's Signature

Date

****IF ARC APPROVAL IS GRANTED** – Please note this approval is conditional on obtaining all required Brevard County permits and that the improvement or addition will conform to all applicable condominium documents.

****No Construction Materials** shall be stored on the property prior to receiving a Brevard County Building Permit.

Review date: _____ Approved: _____ Disapproved: _____ Pending: _____

FOR THE COMMITTEE:

Recording Secretary

NOTES

CONSTRUCTION MUST COMMENCE WITHIN 60 DAYS OF ARC APPROVAL AND MUST BE COMPLETED WITHIN 120 DAYS AFTER ARC APPROVAL. EXTENSION MUST BE REQUESTED TO COMPLY.

NO CONSTRUCTION MATERIALS SHALL BE STORED ON THE PROPERTY PRIOR TO RECEIVING A BREVARD COUNTY BUILDING PERMIT.

RULES REGARDING NEW CONCRETE:

- AFTER FORMS ARE SET, PRIOR TO POURING, CSA MUST INSPECT AND APPROVE.
- AFFECTED IRRIGATION LINES MUST BE MOVED AT OWNER'S EXPENSE.
- CONTACT CSA OFFICE AT 268-9767 TO COMPLY WITH THE ABOVE.

A COPY OF THIS FORM, WITH ACTION TAKEN AT THE ARC MEETING, MAY BE PICKED UP AT THE ARC MEETING OR IN THE CSA OFFICE AFTER 3:00 PM ON THE FRIDAY FOLLOWING THE ARC MEETING.