

LOT #: _____ D.P. STREET ADDRESS: _____ Date: _____

OWNER: _____ Cell #: _____

email: _____

Builder/Installer: _____ Cell #: _____

Address: _____

email: _____

There are two principal reasons why a Home Owner will submit this FORM G;

1. "Minor" changes such as house repainting, replacement of existing house element, addition to or removal of landscaping, screening an open porch, installation of front yard art, emergency generators, fencing, etc. A full explanation is required, with product cut sheet or sketch included, as may be helpful.

Additionally, should the ARC determine during it's review of the Change Request that the proposed project poses a reasonable risk of damage to HOA common property, a \$100 "Completion Deposit" may be required prior to the commencement of work. Upon approval of the work following the ARC's Completion Inspection, the Deposit will be refunded.

1. Substantial changes to structural details such as addition of porch, second floor added over garage, out-building, increased parking area or sidewalk, etc. are considered "Major."

When a major change is requested, Construction and Site Plan sheets are required and the review will involve the services of the ARC's Consulting Architect. A \$440 Design Review Fee is required as is a refundable Construction Deposit which will be five percent (5%) of the project cost as determined by the total project's proposal(s.) This Construction Deposit is capped at \$5,000.

If impermeable area will be added, the Site Plan must include the Lot's proposed and maximum allowed BUA.

The same submission procedures apply as with construction of a new house, with two copies of full-size plan sheets required and a thumb drive with this form and PDFs of all attachments.

NOTE: Landscaping changes and tree planting/removal requests are to be submitted to the ARC prior to any work being started.

Tall columnar palm tree varieties (Sabal/Cabbage, Mexican Fan, Queen, Date, etc.) may not be planted in front yards. One deciduous tree is required in the front/street side of the home lot. Whenever a tree is removed, the stump must be removed as well.

(continued on next page)

Provide details of changes below. Use 2nd sheet if necessary. Submit plans, sketches, and samples as they will be helpful. If a dumpster is required, indicate where it will be located.

Submit this request to the ARC Chairperson at arcdevaunpark@gmail.com

SUBMITTED BY: _____ DATE: ____/____/____

SIGNATURE: _____

DATE RECEIVED BY ARC: ____/____/____

RECEIVED BY: _____

Request: Approved () Not Approved ()

Date: _____ ARC Representative Signature _____

Comments: