

VILLAS OF CITRUS SPRINGS  
ARCHITECTURAL REVIEW COMMITTEE  
361 SOUTH TANGERINE SQUARE SW, VERO BEACH, FL 32968  
[village.arcchairman@gmail.com](mailto:village.arcchairman@gmail.com)

**APPLICATION FOR APPROVAL OF EXTERIOR**

Please read this application in its entirety and sign as required before submission to the ARC.

-----

DATE OF APPLICATION: \_\_\_/\_\_\_/20\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ Cell (Y) (N) Email: \_\_\_\_\_  
(Results will be sent to this email)

Type of proposed improvement:

- |  |   |
|--|---|
| <input type="checkbox"/> Drainage                    | <input type="checkbox"/> Landscape device or object |
| <input type="checkbox"/> Driveway Staining           | <input type="checkbox"/> Walkway lighting           |
| <input type="checkbox"/> Garage Carriage Lighting    | <input type="checkbox"/> Walkway staining           |
| <input type="checkbox"/> Lanai Enclosure             | <input type="checkbox"/> Lake property              |
| <input type="checkbox"/> Landscape front, side, rear | <input type="checkbox"/> Other                      |

Description of Proposed improvement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Additional space on last page)

Required documentation for consideration:

- Plans per Article 10.2 of Declaration Covenants, Restrictions and Conditions  
(show improvements in relation to the home and setbacks to scale)
- Photo
- Brochure or Marketing information
- Other \_\_\_\_\_

**Approval letters will only be sent to the email address listed on the application.  
If you do not have email, make other arrangements with the ARC.**

Applications are required for all changes affecting the exterior of residences. Applications must be submitted 30 days prior to the start of work. Work cannot commence without ARC approval.

All work shall commence within 180 days of approval. Any changes or modifications must be submitted to the ARC for consideration.

Any damages caused to common areas, adjacent homeowners' property or applicant's own property during improvement process, including but not limited to sprinklers, turf, pipes, drainage swales, sidewalks must be returned to pre-improvement condition at the expense of the applicant homeowner. All such repairs must be completed with 30 days of final inspection and/or substantial completion of the project. This also includes any stains on sidewalks and driveway aprons because of the project.                      HOMEOWNER'S INITIALS

It is the applicant's responsibility to apply and pay for all necessary municipal permits and to have clearly marked all cable, telephone, water, and electrical lines as well as applicable irrigation lines. Before work on any modification approved by the Homeowners Association begins, the owner(s) of the property are responsible for ensure that all municipal building codes are satisfied and that all permits are obtained. The owners are also responsible to ensure that contractors have the proper licensing and insurance.

It is the applicant's responsibility to immediately dispose of any/all trash, debris, material, etc. generated as a result of the project. The homeowner will be responsible for future maintenance and repairs of approved improvements or changes. The Association will not maintain the improvement or change, nor will the Association be responsible for repairing any damage to the improvement or change, nor any damage caused because of the improvement or change. In the event the construction of the requested improvement or change causes damage to any other property within the community, the undersigned bear the full responsibility for that damage.

The Association may request additional information relating to any improvement prior to approving this request and/or prior to the completion of the improvement or change. I/we will immediately comply with such request(s). Failure to comply shall result in the withdrawal of the ARC approval, if previously granted, and waiver of any time limits imposed upon the Association.

I WILL CONTACT THE ASSOCIATION/ARC FOR FINAL INSPECTION WHEN THE IMPROVEMENT OR CHANGE IS COMPLETE AND I AUTHORIZE ENTRY ONTO MY PROPERTY FOR EXTERIOR INSPECTION. FAILURE TO NOTIFY THE ARC OR REFUSAL TO ALLOW INSPECTION SHALL RESULT IN THE WITHDRAWAL OF THE ARC'S APPROVAL OF MY REQUEST.                      HOMEOWNER'S INITIALS

If the improvement or change as built or completed does not conform to the improvement or change as approved by the ARC, upon written request of the ARC, the undersigned will at his/her/their own expense promptly restore the property to substantially the same condition as existed prior to commencement of the improvement or change.

I will be responsible for the Association's attorney fees and costs related to my failure to obtain approval or to properly complete the improvement or change regardless of whether my request for application is later approved.

Signature of Homeowner(s):

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**HOLD HARMLESS:**

**Approval letters will only be sent to the email address listed on the application. If you do not have email, make other arrangements with the ARC.**

There shall be no liability on the Board of Directors, the Architectural Review Committee, nor any authorized representative of the Association for any loss, damage or injury arising out of, or in any way connected with, the performance of the duties of the Architectural Review Committee.

I/We agree to hold harmless the Board of Directors and or the Architectural Review Committee in their review of any matter submitted to such Committee or Board.

Neither the Architectural Review Committee nor the Board of Directors is responsible for passing on the safety, whether structural or otherwise, on conformance with building codes or other governmental laws and regulations, nor shall such Committee's or Board's approval of an improvement or change of property be deemed approval of such matters.

Signature of Homeowner(s):

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**ALL OWNERS OF THE PROPERTY MUST INITIAL IN 2 PLACES AND SIGN & DATE IN 2 PLACES**

RECEIVED BY ARCHITECTURAL REVIEW COMMITTEE ON: \_\_\_\_/\_\_\_\_/20\_\_\_\_

ACTION TAKEN BY ARCHITECTURAL REVIEW COMMITTEE ON: \_\_\_\_/\_\_\_\_/20\_\_\_\_

\_\_\_\_\_ ARC APPROVAL

\_\_\_\_\_ ARC DISAPPROVAL

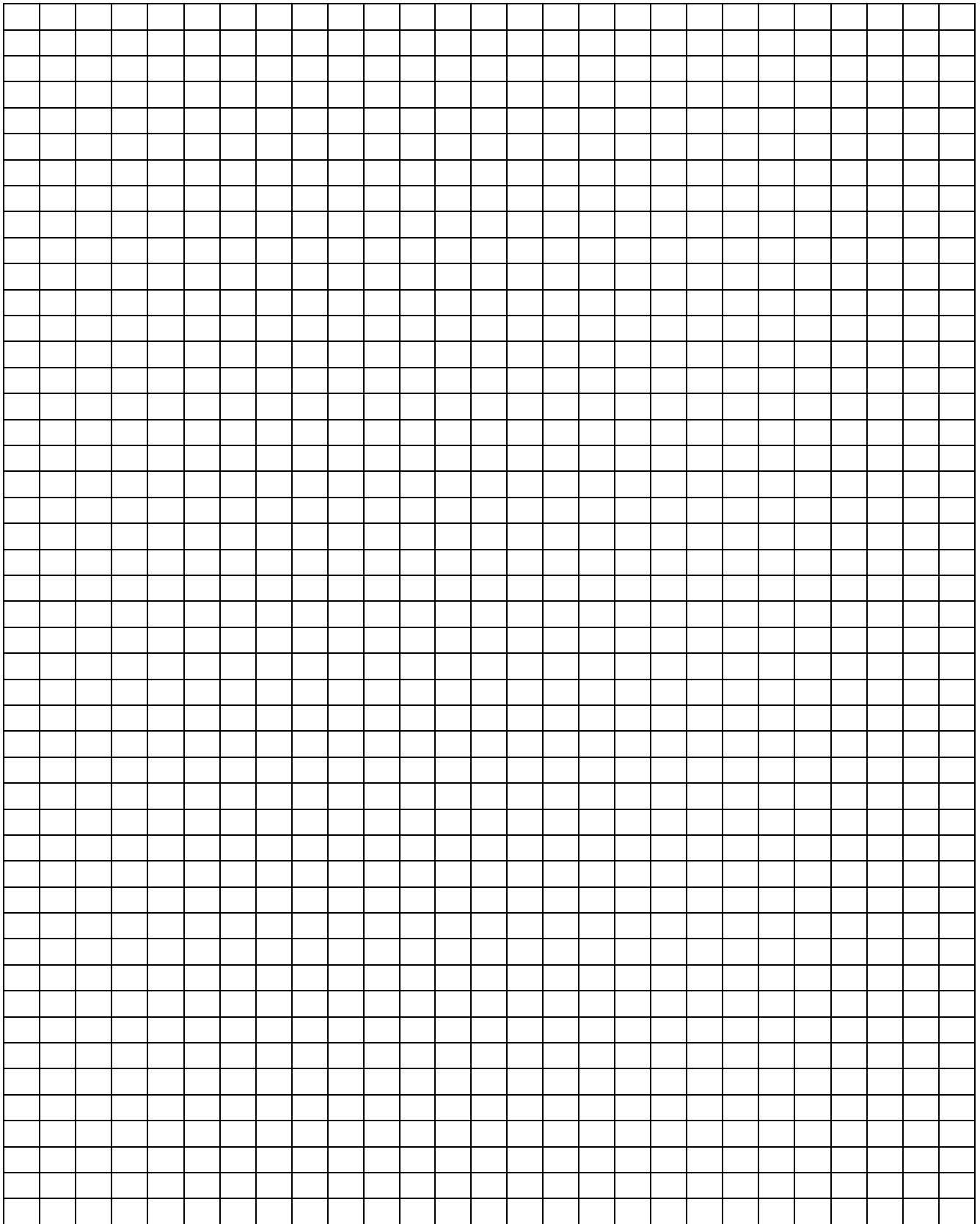
ARC Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARC REPRESENTATIVES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approval letters will only be sent to the email address listed on the application.  
If you do not have email, make other arrangements with the ARC.**



**Approval letters will only be sent to the email address listed on the application.  
If you do not have email, make other arrangements with the ARC.**