



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

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

Phone: \_\_\_\_\_  Home  Cell  Work

Email: \_\_\_\_\_

In accordance with the Design Control Board criteria, Declaration of Covenants, Conditions and Restrictions and the Association of Poinciana Rules and Regulations, Installation must conform exactly to this approval and the Association’s guidelines. Any variance could result in violations and/or fines. I hereby request consent to make the following change, alteration, renovation and/or addition to my property:

**Please select the category of the request:** (Only 1 Change Request Per Application)

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Fence            | <input type="checkbox"/> Exterior House Color    | <input type="checkbox"/> Solar Panel      | <input type="checkbox"/> Patio          |
| <input type="checkbox"/> Screen enclosure | <input type="checkbox"/> Landscape/Lawn Ornament | <input type="checkbox"/> Driveway/Walkway | <input type="checkbox"/> Storage Shed   |
| <input type="checkbox"/> Swimming Pool    | <input type="checkbox"/> Home Addition           | <input type="checkbox"/> Pergola/Gazebo   | <input type="checkbox"/> House Roof     |
| <input type="checkbox"/> Other            | <input type="checkbox"/> Screen/Sunroom          | <input type="checkbox"/> Green House      | <input type="checkbox"/> Window AC Unit |

\*If requesting fence approval, be sure to indicate the color and material of the existing fence if any and ensure positioning of fencing is denoted on the property survey. Any request for construction must be accompany by a complete set of architectural plans.

<https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/hoa/poinciana/fl/poinciana-villages/>

**Describe the change, addition & installation, and the location:**

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

**I hereby understand and agree to the following conditions:**

1. No work will begin until written approval is received from the Association. I have 90 days from the approval date to complete the work. If not, then I must reapply for ARC approval.
2. Attached is a copy of the property survey that shows the locations of the proposed change, alteration, renovation, or addition. Attached are pictures, drawings, color samples of paint, plant, pavers and/or sample of material for review by the Design Control Board.

EMAIL TO: [DCBPoinciana.FL@fsresidential.com](mailto:DCBPoinciana.FL@fsresidential.com) FAX NUMBER: 863-313-9233  
OR MAIL APPLICATION TO: 2190 Marigold Ave, Poinciana FL 34759 PHONE NUMBER: 863-427-0900 EXT. 609



3. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself minimizing interference and inconvenience to other residents.
4. I assume all liability and will be responsible for any and all damages to other lots and/or common area, which may result from performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors, and employees connected with this work.
6. I am responsible for complying with all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
7. I will be notified in writing when the application is either approved or denied. Not receiving an approval does not waive the requirement to have written approval before work begins. Please allow 30 working days for the application review process.
8. Pending applications will have 2 weeks from review date to be re-submitted along with missing information/documents. Failure to re-submit within the time allotted will result in an expired application; a new application must be submitted for review if the homeowner wishes to continue with the proposed modification.
9. Within 7 calendar days of completing the approved project, Homeowner must submit color pictures of completed change along with a copy of the original approved ARC request form.
10. Prior to commencing any construction, a county building permit must be obtained, and a copy must be provided to the Design Control Board Department.

**All applications must be submitted with all supporting documents needed for each project.**

**DID YOU INCLUDE ALL REQUIRED APPLICABLE ITEMS?**

- Signed Application
- Official Property Survey with location of changes
- Complete set of architectural plans
- Drawings/Sketch
- Color Pictures of proposed change
- Color Samples Sample of materials
- Vendor proposal indicating height, shape, materials & colors to be used

Property Owner(s) Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner(s): \_\_\_\_\_

Date Received by Staff Member: \_\_\_\_\_

EMAIL TO: [DCBPoinciana.FL@fsresidential.com](mailto:DCBPoinciana.FL@fsresidential.com) FAX NUMBER: 863-313-9233  
OR MAIL APPLICATION TO: 2190 Marigold Ave, Poinciana FL 34759 PHONE NUMBER: 863-427-0900 EXT. 609