



Homeowner Name: _____

Property Address: _____

Lot # _____

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"/> Pavers |
| <input type="checkbox"/> Screen enclosure | <input type="checkbox"/> Lawn Ornament | <input type="checkbox"/> Patio/Walkway | <input type="checkbox"/> Storage Shed |
| <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Screen Room | <input type="checkbox"/> Other | <input type="checkbox"/> Roofing |

*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.
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. Upon receipt a decision by the Design Control Board may take 15 to 20 working days from receipt of a COMPLETE application. 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.

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.

DID YOU INCLUDE ALL REQUIRED APPLICABLE ITEMS?

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

Signature of Owner(s): _____ Date: _____

Date Received by Staff Member: _____

DESIGN CONTROL TEAM USE ONLY – DO NOT WRITE IN THE BOX BELOW

This Application is hereby:

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Date _____	Signature _____
<input type="checkbox"/> Pending	<input type="checkbox"/> Incomplete Application
Comments: _____	Application Received Date: _____

- Application Upload Date: _____
- ARC Review Date: _____
- Pending Item Request Sent to Owner: _____
- Pending Items Received from Owner: _____
- 2nd ARC Review Date: _____
- Final Decision to Owner: _____
- Completed Project Pictures from Own: _____
- Final Application Uploaded: _____