

**COUNTRY CLUB OF MOUNT DORA HOMEOWNERS' ASSOCIATION
ARCHITECTURAL REVIEW APPLICATION**

*Existing Home Form
(Required for any improvements to the exterior of home or lot/yard)*

Application Date _____ Anticipated Start Date _____

Homeowner _____

Address _____

Phone _____ Subdivision _____ Lot Number _____

Check one or more changes to be made. Documentation required (failure to provide documentation may delay approval).

- HOME EXTERIOR:** Description of change. Sketch of change, characteristics of change, color and location.
- SCREEN ENCLOSURE:** Lot survey, drawing of change, dimensions, color of frame and screening. Type of roof, slope of roof, and type and color of roof covering. If windows are included, window location, color and type of material.
- POOL/SPA/DECK:** Lot survey, dimensions, type of material, and drawing of change.
- LANDSCAPING:** Lot survey, type of plantings, and drawing showing location.
- FENCING:** Lot survey, type of material, height and drawing showing location.
- PAINTING:** Color of house, color of trim, color of fascia, color of doors including garage. Paint samples need to be included. Base color of adjacent homes is also required.
- DRIVEWAY:** Color of house. Paint samples and pattern of enhancement.
- OTHER:** Include documentation that will clearly explain change.

Applicant understands and agrees that no construction/improvement will commence in any manner or respect until approved by the Architectural Review Board. Applicant shall assume all liability for any damage incurred as a result of this improvement. A Building Permit issued by the City of Mount Dora shall be obtained as required.

Applicant agrees to conditions listed herein.

Signature of Applicant _____

Date of Review _____

Action by Architectural Review Board Approved Disapproved

Approval subject to the following conditions _____

_____ By _____

RETURN APPLICATION AND SUPPORTING DOCUMENTS TO THE CLUB HOUSE OFFICE OR TO ANY ARB MEMBER.

KEEP CONSTRUCTION AND DESIGN GUIDELINES FOR YOUR FILE.

CONDITIONS FOR APPROVAL OF APPLICATION

1. All Improvements (additions, changes, or alterations to exterior of home/lot) shall be made in compliance with all LAWS, RULES, ORDINANCES, AND REGULATIONS OF ALL GOVERNMENTAL AUTHORITIES HAVING JURISDICTION.
2. The Homeowners' Association does not and will not assume any responsibility for code compliance, structural sufficiency, merchantability, fitness for particular purpose, or safety.
3. A copy of the LOT SURVEY must be attached to this Application (except for re-roofing or repainting) indicating and fixing the exact location of the Improvement, with all dimensions on size.
4. If lot lines cannot be easily established by pin location, it will be the homeowner's responsibility to obtain the necessary survey.
5. It is the homeowner's responsibility to conform to all setback requirements and to obtain a building permit, when required.
6. All material must be the same as the existing structure. All colors must be coordinated, and color samples must be attached to this Application.
7. Homeowner is responsible for damage to underground pipes and cables. Contact your cable, phone, and power companies prior to digging. Homeowner must supply or have contractor supply three-quarter inch plywood sheets to cover the front easement area between the curb and the sidewalk before any heavy equipment traverses that area. This is required to spread the load and to not cause damage to any underdrains.
8. Homeowner is responsible for any damage to Common Areas and other residential property. Homeowners residing on ponds and conservation areas must provide or have contractors provide silt screen fences during any earth movement within one hundred (100) feet of the pond or conservation area. This is to protect the environmental area from silt infiltrating into the area and causing drainage problems.
9. Approval is only for the design based on the plans submitted with this Application. Any changes must be resubmitted for approval.
10. The work is to be completed within six (6) months of approval. Homeowner must resubmit Application for extension if work cannot be accomplished within given time frame.
11. The Architectural Review Board meets on the first Tuesday of every month, unless it is a holiday or election day, in which case the meeting moves to the following day (Wednesday). There will be no pre-approvals of Applications.
12. If the Architectural Review Board does not respond to your request within thirty (30) days of the date your Application was submitted, or within a time frame specified by your specific waiver, your Application is considered DISAPPROVED.

CONSTRUCTION AND DESIGN GUIDELINES FOR EXISTING HOMES

POOLS/SPAS

1. Above-ground pools are not permitted.
2. Pools/spas must be completely fenced or screened.
3. Elevation at top of pool should not be over 2 feet above natural grade without approval.
4. Pool or spa screening must not be visible from the street and should not extend beyond sides of house without approval.
5. Landscaping must screen all pool/spa support equipment.
6. LOT SURVEY indicating and fixing exact location of pool/spa and all support equipment must be provided.
7. Building permit is required. Setback requirements must be observed.

SCREENING

8. Framing must be anodized or electro statically painted aluminum in white or bronze.
9. Screen must be charcoal.
10. Flat roofs are not permitted.
11. Roofs with slope of less than 22' in 12' are not permitted, without approval.
12. If covered, only tile roofs, wood-shake shingles, asphalt, fiberglass, Lucite panels or equivalent roof shingles are permitted.
13. Landscape screening is required around enclosure.
14. LOT SURVEY indicating and fixing exact location of screening, dimensions, and design of roof must be provided.
15. Building permit is required. Setback requirements must be observed.

FENCING

16. Chain link fencing is not permitted.
17. Fencing of front yard areas is not permitted.
18. Fence materials must be wood, painted aluminum, PVC, or masonry.
19. Fence height must not exceed 6 feet at the rear lot line and 5 feet perpendicular to the rear fence.
20. Any fence that obstructs view of any golf course property, conservation tract, park, or similar open spaces requires ARB approval.
21. LOT SURVEY indicating and fixing exact location of fence must be provided.
22. Building permit is required.

LANDSCAPING

23. Size, number, and type of plants must be provided.
24. Removal of trees and large shrubs requires approval.
25. Synthetic or artificial plants are not permitted.
26. LOT SURVEY indicating and fixing exact location of landscape improvements must be provided.

HOUSE PAINTING

27. Houses adjacent to one another should not be painted the same color. Applicant must identify base color of adjacent houses.
28. Fascia boards must be white.
29. Architectural trim must be compatible with base color of house.
30. Applicant must submit non-returnable color chips showing exact color of all parts of the house to be repainted, including, but not limited to, the garage and front door.
31. Preferred base colors are white; light shades of yellow, blue, grey, and pink; and variations of the earth tones of beige, green, and brown.

DRIVEWAY PAINTING AND ORNAMENTATION

32. Applicant must submit non-returnable color chips showing the exact color of the driveway enhancement.
33. Applicant must submit drawing or picture of pattern.
34. Material other than paint must be described.
35. Driveway enhancement must be compatible with house color.
36. Painted driveway ornamentation such as, but not limited to, palm trees, compass roses, etc., must be limited to one and shall not be permitted without the express approval of the ARB.
37. The ARB prefers that driveway enhancements do not cross the sidewalk or apron to the street, and applicants are encouraged to use non-skid materials if they do. No liability will accrue to the ARB or the homeowners' association if the City of Mount Dora requires sidewalks and aprons to be restored to their original condition. Such restoration shall be at the lot owner's expense.

MISCELLANEOUS: In addition to the above Improvements, ARB approval is required for outside lighting; exterior wall surface; fascia and soffit; gutters; windows/trim; entry/patio doors; shutters/awnings/canopies; porch/patio/deck; game or play structures; mailboxes; signs; landscape devices or objects, etc.