

**COUNTRY CLUB OF MOUNT DORA HOMEOWNERS' ASSOCIATION
ARCHITECTURAL REVIEW APPLICATION
Required for any improvements to the exterior of house or lot/yard**

Application Date: _____ Anticipated Start Date: _____

Homeowner: _____

Address: _____ Phone: _____

Email: _____ Subdivision: _____ Lot Number: _____

Put an "x" in the box for item(s) for which improvements are proposed.

Documentation required (failure to provide complete documentation may delay approval):

- HOUSE EXTERIOR:** Include full description, sketch including colors, and details of the change.
- SCREEN ENCLOSURE:** Lot survey, drawing of change, dimensions, color of frame and screening. Type of roof, slope, 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:** Proposed base color of house. Color of trim, fascia, and any other doors, including the garage door. Paint samples must be included. Base color of adjacent homes is also required.
- DRIVEWAY:** Color of your house. Provide paint or paver samples and pattern of enhancement.
- OTHER:** Include all documentation that will clearly explain proposed 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. In addition, any Permit(s) required by the City of Mount Dora shall be obtained by the applicant.

Applicant has read and fully understands the requirements listed in the attached Architectural Standards and agrees to adhere to the standards listed here and in Article XIII-Restricted Uses

Signature of Applicant: _____ Date: _____

Date of Review: _____

Action by Architectural Review Board: Approved Disapproved

Approval subject to the following conditions: _____

By: _____

RETURN APPLICATION AND SUPPORTING DOCUMENTS (1st) TO YOUR NEIGHBORHOOD ARB REPRESENTATIVE, OR (2ND) THE CHAIRPERSON OF THE ARB, OR (3RD) TO THE PROPERTY MANAGER AT THE COMMUNITY CENTER BY NO LATER THAN FRIDAY AT NOON BEFORE THE FIRST TUESDAY OF EACH MONTH. REVIEW OF APPLICATIONS RECEIVED AFTER THIS TIME WILL BE DELAYED UNTIL THE NEXT MEETING.

KEEP PAGE 2 and CONSTRUCTION AND DESIGN STANDARDS (pages1-3) FOR YOUR RECORDS

COUNTRY CLUB OF MOUNT DORA HOMEOWNERS' ASSOCIATION
ARCHITECTURAL REVIEW BOARD
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 the Homeowners' Association of the Country Club of Mount Dora, and all governmental authorities having jurisdiction, and shall be subject to the prior approval of the Architectural Review Board, as required.
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 exterior materials must be the same as the existing structure(s) located on a Lot. All colors must be properly matched and compatible, and color samples must be attached to this Application.
7. Homeowner is responsible for any 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 under drains.
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 ponds or conservation areas 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 of any nature 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, in which case the meeting will be held no later than the following Tuesday or as posted. All meeting notice agendas are posted 48 hours prior to meetings. There will be no pre-approvals of Applications.
12. If the Architectural Review Board does not respond to your ARB application within one week after meeting that it was on the Agenda, please contact your ARB representative or the Property Manager.