

ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION

Orange Tree Property Owners' Association, Inc.

Mail or Email to:
OTPOA
7627 Orange Tree Lane
Orlando FL 32819
arb.orangetree@gmail.com

Name _____

Property Address _____ Orlando FL 32819

Mailing Address _____

City _____ State _____ Zip _____ E-mail _____

Telephone Home _____ Cell/Other _____

In accordance with the Declaration of Covenants and Restrictions and the Association's rules and regulations, I hereby request your consent to make the following changes, alterations, renovation and/or addition(s) to my property.

ONE REQUEST PER APPLICATION – MULTIPLE REQUEST ON ONE APPLICATION WILL BE RETURNED

___ Fence (material, height, color) ___ Flag Staff ___ Landscaping ___ Lawn Replacement
___ Screen Enclosure ___ Roof ___ Swimming Pool ___ Other _____

___ Exterior Paint **For repainting, 2 FT x 2 FT samples of the proposed body color, accent color(s), and door color must be painted on two different exterior walls (front and one side) of the residence.**

Description _____

Start Date _____ End Date _____

Attach a copy of the survey with the location of the proposed change, alteration, renovation, or addition highlighted. Include a drawing or a blueprint of the plans and paint color samples, if applicable.

NOTE: Applications submitted without copies of the survey, drawing(s), elevation or color sample(s) will be considered incomplete.

I/We hereby understand and agree to the following stipulations:

1. No work will begin and until written approval is received from the Association.
2. All work will be done expeditiously once commenced and will be done in a good workmanlike manner by a licensed contractor or myself.
3. The construction or modification of a structure, swimming pool or other improvement to real property requiring a building permit shall be commenced within 180 days of receiving Association approval and said work shall be completed within one (1) year of approval.
4. All work will be performed at a time and in a manner to minimize the interference and inconvenience to other residents.
5. I/We assume all liability and will be responsible for all damage to other lots and/or common area or injury which my result from performance of the work.
6. I/We will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees connected with this work. No contractor signs may be installed or erected on your lot.
7. I/We am/are responsible for complying with and will comply with all applicable federal, state, and local laws, codes, regulations, and requirements connection with this work, and I/We will obtain any necessary governmental permits and approvals for the work.
8. I/We will contact the underground cable locating service at **811 at least 48 hours prior to digging**. There is a "no charge" to the homeowner for this service.
9. Upon receipt, Lighthouse Management & Consulting, Inc. will forward the ARB Application to the Association. Decisions by the Association may take up to thirty (30) business days. I/We will be notified in writing when the application is approved or disapproved.

Signature of Owner(s) _____ Date _____

DO NOT WRITE BELOW THIS LINE

This Application is hereby: ___ Approved ___ Disapproved Date _____

Approval Signature(s) _____

ARB Comments _____

Date Received _____ Date to Association _____ Date to Owner _____