



**SANDOVAL COMMUNITY ASSOCIATION – ARC MODIFICATION APPLICATION**

[sandovalarcview@gmail.com](mailto:sandovalarcview@gmail.com)

**PLEASE PRINT CLEARLY**

OWNER'S NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Circle Type of Home    Single Family    Twin Villa    Condominium

**TYPE OF ALTERATION:**

Approval is hereby requested for the following modification(s), addition(s), and/or alterations as described below and on attached pages. (Check all that apply)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Doors New             | <input type="checkbox"/> Patio Extension/Addition | <input type="checkbox"/> Satellite Dish            |
| <input type="checkbox"/> Driveway New/Revision | <input type="checkbox"/> Play Structure           | <input type="checkbox"/> Pool                      |
| <input type="checkbox"/> Exterior Modification | <input type="checkbox"/> Screening/Enclosure New  | <input type="checkbox"/> Solar Collectors          |
| <input type="checkbox"/> Hurricane Shutters    | <input type="checkbox"/> Landscape                | <input type="checkbox"/> Roof                      |
| <input type="checkbox"/> Fence                 | <input type="checkbox"/> House Painting           | <input type="checkbox"/> Other (please list below) |

DESCRIBE IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED: \_\_\_\_\_

**THIS SECTION MUST BE COMPLETED**

- The work will be performed by a contractor. (Please provide a copy of their license and proof of insurance. **WE DO NOT KEEP THESE ON FILE**)
- The work will be performed by a homeowner. (Please read and initial statement below.)  
 \_\_\_\_\_ *The applicant a/k/a homeowner holds the association and its management agent harmless in the event that the applicant plans on initiating and performing the improvements themselves.*

**FEES: Separate checks required made out to: Sandoval Community Association**

- \$25.00 non-refundable application fee
- \$25.00 refundable deposit (all projects except fences, pools, lanais and patios)
- \$500.00 refundable deposit for fence projects and patios
- \$1,000.00 refundable deposit for pool and lanais

**You will be notified by email for approval/denial.**

For most applications, specifications of modification (i.e. size, color, type of material) and a diagram or site plan are required as well as other documentation relevant to the work to be done. Please refer to the Architectural Review Protocol for your community. Please check the appropriate boxes below:

- |  |  |
|--|--|
| <input type="checkbox"/> Initial Plans and/or Specifications Attached  | <input type="checkbox"/> Materials Designation Plan/Samples Attached |
| <input type="checkbox"/> Landscape Plan/Vendor ID Attached   | <input type="checkbox"/> Plans signed by Owner                       |
| <input type="checkbox"/> Diagram of work drawn on a Copy of Final Lot Survey ( <b>A MUST WHEN INVOLVING POOL AND LANAI ADDITIONS</b> ) |  |

Owner's Signature \_\_\_\_\_ Owner's Signature \_\_\_\_\_

**FOR ARC USE ONLY**

Date Reviewed by Property Manager: \_\_\_\_\_ Property Manager Signature \_\_\_\_\_

\_\_\_\_\_ Meet current Community Guidelines and Community Standards.

\_\_\_\_\_ Vendor Insurance License Information produced (if required for request)

\_\_\_\_\_ Construction Deposits received \$1000.00/\$500.00 (if applicable)

CHECK# \_\_\_\_\_

\_\_\_\_\_ Application Fee \$25.00 received

CHECK# \_\_\_\_\_

Property Manager Comments: \_\_\_\_\_

**Architectural Review Committee or Designated Representative Approval**

Approved

Approved with Conditions attached (see below)

Disapproved for reasons attached (see below)

\_\_\_\_\_  
AUTHORIZED SIGNATURE/NAME FOR THE ARCHITECTURAL REVIEW COMMITTEE

\_\_\_\_\_  
Date of Approval/Disapproval

**Your approval is subject to the following:**

- You are responsible for obtaining any necessary permits form the appropriate Building Department(s).
- Access to areas of construction is only allowed through your property and you are responsible for any damages done to the common areas during construction.
- The Architectural Review Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance. IT IS UNDERSTOOD AND AGREED THAT **“SANDOVAL COMMUNITY ASSOCIATION” AND “POPE PROPERTIES”**, ET AL, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS' ASSIGNS, ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OF CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

**Explanation of Conditions:**

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

**Explanation of Disapproval:**

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