

THE PRESERVE AT SUNDANCE HOMEOWNER ASSOCIATION, INC.

ARCHITECTURAL REVIEW APPLICATION

PLEASE RETURN APPLICATION TO:

AIA Property Management – 1621 E. Edgewood Dr., Ste. F – Lakeland, FL 33803 – Phone: 863-686-3700

OR Email to: james@aiapropertymanagement.com or ravi@aiapropertymanagement.com

Name \_\_\_\_\_ Email \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Cell \_\_\_\_\_ Fax \_\_\_\_\_

In accordance with the Declaration of Covenants, Conditions and Restrictions and the Association’s Rules and Regulations, installation must conform to this approval and the Association’s guidelines.

I hereby request your consent to make the following change, alteration, renovation and/ or addition to my property.

CHECK ONE PER APPLICATION

- FENCE  SWIMMING POOL  PATIO  SCREEN ENCLOSURE  EXTERIOR COLOR  SHINGLE COLOR  ROOF
- PROPANE TANK  OTHER:

Description: \_\_\_\_\_  
\_\_\_\_\_

- 1) Attach a copy of the property survey that shows the locations of the proposed change, alteration, renovation or addition.
- 2) Attach drawings of your plan(s) or any contractor proposal. 3) Attach color photos of project and all color samples/descriptions.

**NOTE: APPLICATIONS SUBMITTED WITHOUT A COPY OF THE SURVEY, DRAWING, COLOR SAMPLE OR PHOTO WILL BE CONSIDERED INCOMPLETE. IF AN APPLICATION IS INCOMPLETE, IT WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU.**

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

1. No work will begin until written approval is received from the Association. You have 60 days from the approval date to complete the work. If not, then you must reapply for approval.
2. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
3. All work will be performed timely and in a manner that will minimize 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 who are 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 AIA Property Management, Inc. will forward the Application to the Association. A decision by the Association may take **up to 30 or more days**, depending on the Association Documents. I will be notified in writing when the application is either approved or denied.

**OWNERS MUST FOLLOW THE RULES AND GUIDELINES OF THEIR ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS.**

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Do Not Write Below This Line

This Application is hereby:  Approved  Disapproved

Date \_\_\_\_\_ Signature \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_