

Heritage Springs Community Association, Inc. (HSCA)
Architectural Review & Control Committee (ARC)
Exterior Changes (excluding Painting, Pavers, Driveway Sealing – See separate form)

Request No. _____ Date Logged: _____ By _____

Article X of the Master Declaration of Covenants, Conditions and Restrictions for HSCA requires that ALL changes to the exterior appearance of your home must be approved IN ADVANCE of the work being started. Please review the ARC Policy Manual before completing this request.

The Committee will NOT consider your request without the following information and one form must be completed for each requested change.

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Owner _____ Address _____

Email address: _____

Phone # _____ Village Name _____ ☐ Maintained ☐ Self-Maintained

Contractor's Name _____ License Number _____

Please include or attach: **1) Lot Survey 2) Permits 3) Sketch 4) Contractor's drawing 5) Description of Materials**

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MAINTAINED VILLAGES ONLY – Local ARC Representative approval required for all Maintained Villages.

Village ARC: Print Name _____

Village ARC: Signature _____ Approved _____ Disapproved _____

Note to Maintained Villages – Please address with Homeowner any Irrigation issues.

LANDSCAPE (Any landscape change **requires a Final Boundary Survey**). There is a minimum of 5 ft. from all lot lines; front, side, and rear for any changes. Indicate the number of feet from side _____, rear _____ and/or front lot lines for this request; include sketch detailing location and names of all trees/plants.) **PERMITS FROM PASCO COUNTY MAY BE REQUIRED – HOMEOWNER'S RESPONSIBILITY**

☐ Tree Removal, including stump & roots ☐ Tree addition.
Number of Trees being removed _____ Type of tree being planted/removed _____

☐ New beds (List of names of plants and attach a *Final Boundary Survey* and drawing of beds)

☐ Continuous Edging/Mulch/Rocks, (Color, sample of, or picture of, and location) **See ARC Manual** for specifications on color and type of mulch/Rocks allowed.

ADDITIONS (requires a sketch & *Final Boundary Survey* with location, number of feet from side lot lines ☐

and from rear lot lines ☐; contractor's drawings must be included

☐ Lanai/Patio/Birdcage ☐ Pool/Hot tub ☐ Solar panels/Tubes (site visit required)

☐ Skylights ☐ Attic Fan/AC unit ☐ Awnings, **Refer to ARC regulations**

☐ Roof- Shingle roofs only, or shingle in appearance. Refer to ARC regulations. (attach photo of roofing color-**required**). Note color samples on HSCA website, concierge desk is suggested colors only. Attached Villas are limited to roof color as identified by their Village Association.

OTHER (Mark box) (attach picture, color)

☐ Exterior Door, front, side or rear ☐ Screen door, front, side or rear ☐ Garage Door or screen
☐ Exterior Lighting ☐ Windows (vinyl, acrylic, or glass.) ☐ **OTHER** (e.g., Satellite dish, gutters, water softener, exterior camera)

☐ Hurricane/Storm or Decorative Shutters: **Refer to ARC regulations**

DESCRIPTION OF CHANGE (attach additional page if necessary):



THIS IS NOT IN LIEU OF ANY PERMIT OR APPROVAL REQUIRED BY PASCO COUNTY.

Your signature below acknowledges you have reviewed the ARC Policy Manual and grants permission for the HSCA ARC to enter onto the owner's property to review the application and to inspect the proposed project site before the work begins. Any work done on the proposed project prior to written or conditional approval of the ARC is a violation of HSCA Restrictive Covenants and may have to be removed at the property owner's expense.

NOTE: The ARC will review this request. You will be notified within thirty (30) days of the receipt of a completed request. If construction/installation is not commenced within the time set by the ARC in the written approval (but in no event later than ninety (90) days after such approval) the approval shall be deemed rescinded. The Homeowner must request an extension (within 180 days of approval). Otherwise, new paperwork must be submitted.

The homeowner, upon signing this application, understands that the ARC functions to act on behalf of the Board of Directors of HSCA on the acceptability of the appearance of changes to the exterior of buildings or land. There is no intention, expressed or implied, to approve or disapprove any apparatus, its function, contractor, or subcontractor. The maintenance of operation or appearance of any installation is the homeowner's responsibility.

If it should be necessary for you or the contractor to run vehicles or equipment over common grounds and/or Neighbors' property to do work at your home or on your property, you must first obtain permission from the General Manager, Village Board (if applicable) or Neighbor before any work can begin. Any damage caused must be repaired at the homeowner's expense. Before any work on the property begins it is suggested that the homeowner informs the contractor, or people doing the work, that it is their responsibility to repair any damages done to common grounds or Neighbors property by their equipment. The Homeowner will incur all expenses related to damages.

OWNER'S SIGNATURE (at submission): _____ **DATE:** _____

BELOW TO BE COMPLETED BY THE ARCHITECTURAL REVIEW & CONTROL COMMITTEE

☐ APPROVED ☐ DENIED ☐ SITE VISIT REQUIRED

COMMENTS:

ARC SIGNATURE: _____ DATE: _____

ARC SIGNATURE: _____ DATE: _____

ARC SIGNATURE: _____ DATE: _____

ARC SIGNATURE: _____ DATE: _____

ARC SIGNATURE: _____ DATE: _____

ARC SIGNATURE: _____ DATE: _____

ARC SIGNATURE: _____ DATE: _____

WORK TO BE COMPLETED WITHIN 180 DAYS FROM THE APPROVAL DATE, OTHERWISE A NEW REQUEST MUST BE SUBMITTED.

Return to Concierge desk when work completed: DATE WORK/IMPROVEMENTS COMPLETED: _____

HOMEOWNER'S SIGNATURE: _____