

Island Lakes of Polk County

Application for Architectural Review

Please complete and return this application, along with all supporting documentation required herein to: Highland Community Management, 4110 S. Florida Ave., Suite 200, Lakeland, FL 33813. Request may also be emailed to admin@hcmanagement.org. It is the submitter's responsibility to follow up and ensure the request has been received by the management company.

Date Submitted: _____

Owner Name: _____

Address: _____

Phone: _____

E-mail: _____

(REQUIRED)

General Description of Improvement: _____

Estimated Start Date: _____ **Estimated Completion Date:** _____

Required Exhibits and Supporting Documentation.

The supporting documentation listed below must accompany this architectural review application, as applicable for the proposed change. An application submitted without all required submissions must be considered incomplete and returned to the applicant.

Paint Colors – A sample and model number of the color(s) to used must be provided, both for repainting and for structural additions.

Finish Materials - A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.

Site Plans – A site plan, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.

Architectural Drawings and Landscape Plans – Detailed architectural drawings or plans must be provided for decks, storage, any structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan originally provided by builder.

Photographs – The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.

Other Exhibits – Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Architectural Review Committee or Managing Agent prior to the submission of an application.

NOTES

The review of this subject application shall not be construed to represent that the subject Homeowners Association, its Committees, the managing agent, or its successors and assigns had undertaken any assessment, evaluation, or consideration of the structural integrity, adequacy, or capacity of the proposed improvement. Nor shall this review be construed to represent that the above has undertaken any review of the mechanical, electrical, plumbing, or other technical designs relative to the proposed improvement.

Unless otherwise noted in the review notice, the review of the subject application shall not be construed to represent that the subject Homeowners Association, its Committees, the managing agent, or its successors and assigns had undertaken any assessment, evaluation, or consideration of the lot drainage/grading functions, soil conditions, any possible adverse drainage or storm water runoff conditions caused by the proposed improvement, or adverse effects on the subject improvement from the sources either on or off the subject property.

Where required, appropriate building permits shall be obtained from the appropriate municipal authority, and posted as required on the jobsite, prior to the commencement of any construction. Nothing contained herein shall be construed as a waiver of said requirement.

Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Review Committee.

Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's own expense if such alteration are made and subsequently disapproved in whole or part. Further, owner understands that any legal expense associated therewith may be the responsibility of Owner, in accordance with the restrictive covenants and applicable Florida Statutes.

Owner agrees to give the Architectural Review Committee and/or Managing Agent, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the complete improvement.

Owner understands and agrees that the use of any portable sanitary stations, waste dumpsters, onsite storage equipment, or other tools necessary for the construction of the subject improvement shall not be maintained on any common property or the property of the other lot owners without express written permission, shall be allowed to remain on the subject property for only so long as the work continues, and shall be promptly removed upon completion.

Owner understands that any damages to common property on adjoining lots caused by the construction of the subject improvement must be promptly restored by the lot making this application. In limited circumstance, the Board of Directors may require a surety bond or other money deposit where damage to other property is known in advance to be required in the course of constructing the subject improvement.

Owner understands and agrees that the jobsite must be maintained in a neat and orderly fashion at all times during construction. Waste which inadvertently blows in to the common property or onto adjoining lots must be promptly removed. Construction activity which generated excessive noise, including, but not limited to, roofing, operation of heavy equipment, framing, drywall, masonry, or carpentry, may only occur during regular business hours. Interior trades may operate at any reasonable hour provided such activity caused no noise or light spillage nuisance to adjoining lots. The Board of Directors shall have the authority to determine whether such nuisance exists and to further restrict the construction activity for the safety, comfort and welfare of the adjoining lot owners.

Date: _____ Owner Name: _____

Phone # _____ Signature: _____

For Office Use Only

Approved by ARC: _____ Denied by ARC: _____

Resolution: _____

Conditions: _____

APPROVED REQUESTS ARE GOOD FOR A TIME PERIOD OF 90 DAYS. IF WORK IS NOT COMPLETED, A NEW FORM WILL NEED TO BE SUBMITTED FOR APPROVAL.

For Office Use Only

Architectural Review

Owner Name: _____

Address: _____

Phone: _____

E-mail: _____

General Description of Improvement:

Completion Date: _____

Review Date: _____

- Improvement completed as submitted
- Improvement started, but not yet completed. Estimated date of completion: _____
- Improvement not completed as submitted.

Explanation: _____

Resolution: _____

Received by ARC: _____

Approved by ARC: _____ Denied by ARC: _____

Resolution: _____

Conditions: _____
