



## Architectural Review Application Form

c/o: Keystone Property Management Group, Inc.  
780 US Hwy 1, Suite 300  
Vero Beach, FL 32962  
Office: 772-569-7928 ~ Fax: 772-778-9273  
Website: kpmgcommunitycare.com

Dear Homeowner,

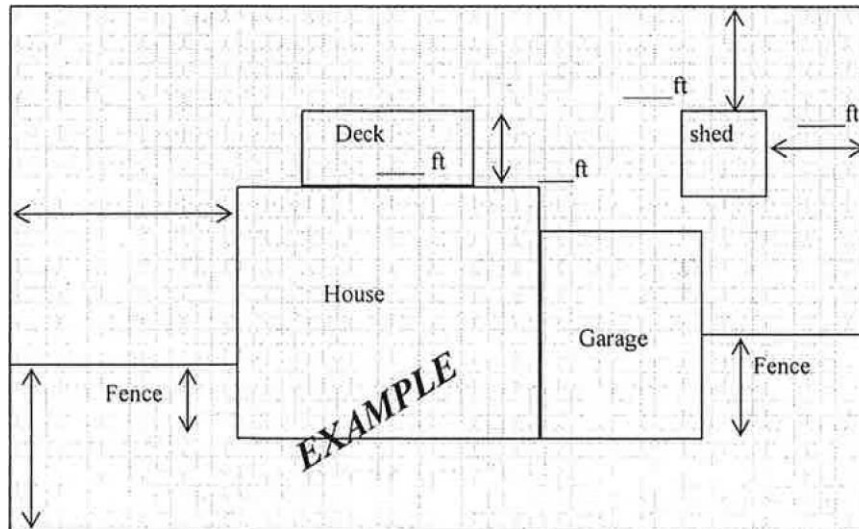
Some necessary regulations have been incorporated into your Association's Covenants, Conditions & Restrictions (CC&R's) to protect the harmony and tranquility of your community. In addition, these rules help maintain the curb appeal, which helps to enhance property values. As a member in your deed restricted community, it is your obligation to comply with all of the documents for your community.

As a reminder to owners, your Architectural Review Committee (ARC) or similarly named committee must approve any exterior improvements (including backyard renovations and fences), prior to commencement of work. Please refer to your community's specific requirements for submitting to the ARC.

In the absence of any association specific application, you may use this as a guideline to submit an application for approval to your ARC.

- Application:** Please complete the enclosed application
- Description of the project(s):** This will need to include a complete description of the materials to be used and the finished dimensions. Also include a color description and sample if your project includes painting/staining.
- Site Plan (see example below):** This will need to include but is not limited to, location of the project(s), dimensions, distances in conjunction with other items on the lot, and setbacks from the lot lines.
- Submit:** You can mail, fax, or email the completed application along with any additional items. The mailing address, fax number, and email address are listed above. If being sent by way of email, the available programs are Microsoft Word, Publisher, and Adobe Acrobat,

### EXAMPLE SHED, FENCE, AND DECK PROJECT



**COMMUNITY NAME:**

***TO AVOID DELAY, PLEASE BE SURE TO ENTER YOUR COMMUNITY NAME IN THE SPACE ABOVE.***

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780 US Hwy 1, Suite 300 Vero Beach, FL 32962  
Office: 772-569-7928 ~ Fax: 772-778-9273  
Email to: Keystone@keyirc.com

Date Submitted: \_\_\_\_\_, 20\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Lot #: \_\_\_\_\_ Phase (if applicable): \_\_\_\_\_

Day Time Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Modification Type

Landscape     Construction     Other:

Expected Commencement Date: \_\_\_\_\_

Additional Information

\_\_\_\_\_

Please include along with this application, a simple foot print drawing of where the work will be located on your lot in relation to your lot lines and home. If you plan to build structures, please LIST THE TYPES OF MATERIALS you plan to use, as well as the COLOR TO BE APPLIED, and SHOW THE DESIGN of the structure.

Note that all construction and installation of any improvements shall comply with local, county, state, federal building or land use regulations. Compliance with these regulations is the responsibility of the owner. This review and approval are not a review, nor an approval, for compliance with any local, county, state, federal building or land use regulation.

Building, electrical, or plumbing permits may be required. Any determination as to the necessity of any permits is the responsibility of the homeowner. Obtaining any necessary permits is also the responsibility of the homeowner.

Changes to the proposed plan necessitated by permits or compliance with local, county, state, federal or land use regulation, or otherwise, are subject to additional review(s) by the Architectural Review Committee.

Please submit this application to the Management Company **and** our ARC Chairman at least Thirty (30) days prior to beginning your project. The ARC will do all it can to have your application reviewed in a timely manner so as not to impede the timely completion of your project.

**NOTWITHSTANDING THAT YOUR PROJECT MAY COMPLY WITH ALL APPLICABLE LOCAL, COUNTY, STATE, FEDERAL BUILDING OR LAND USE REGULATIONS, YOUR APPLICATION MUST STILL COMPLY WITH THE TERMS OF YOUR ASSOCIATIONS GOVERNING DOCUMENTS. PLEASE REMEMBER – YOU AGREED WHEN YOU PURCHASED YOUR HOME, THAT YOU WOULD ABIDE BY THE DEED RESTRICTIONS.**

Signature of Homeowner: \_\_\_\_\_

*Homeowner – Please do not write below this line!*

<b>Architectural Review Decision</b>		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions	<input type="checkbox"/> Disapproved
Comments or Conditions to Approval: _____		
_____		
_____		
Signature: _____		Date: _____