

ARC-APPLICATION CONTROL SHEET

Name of Property Owner: _____ Phone _____

Address: _____

Subdivision: _____ Lot Number: _____

Short Description of Work: _____

Received at POA: ____/____/20____ Contractor: _____

FOR USE BY POA STAFF:

Items needed to Complete Application:

Three copies of:

- | | | |
|--------------------------|--------------------------------------|--------------------|
| <input type="checkbox"/> | Sub-association Approval | received by: _____ |
| <input type="checkbox"/> | Completed Application | received by: _____ |
| <input type="checkbox"/> | Photograph(s) of existing site | received by: _____ |
| <input type="checkbox"/> | Architectural Plans | received by: _____ |
| <input type="checkbox"/> | Sealed Survey Plot Plan | received by: _____ |
| <input type="checkbox"/> | Sealed Engineered Site Drainage Plan | received by: _____ |
| <input type="checkbox"/> | Survey Site and Landscape Plans | received by: _____ |

Original of:

- | | | |
|--------------------------|--------------------------------------|--------------------|
| <input type="checkbox"/> | Deposit (Compliance and Damage) | received by: _____ |
| | Deposit Received From: _____ | Amount: \$ _____ |
| <input type="checkbox"/> | Cost estimate (Signed by Contractor) | received by: _____ |

FOR USE BY ARC COMMITTEE:

Review Process

- ☐ Completed Application received by ARC: _____
Date _____
- ☐ Needed: _____
- ☐ _____
- ☐ _____

-
- ☐ Disapproved: _____
Date _____

- ☐ **ARC Approval:** _____
Date _____
-

Deposit Return

- ☐ Final Inspection by ARC, [☐Public Works and ☐Airport Authority ☐Other; (Check if needed)]
- | | | |
|---|---------------------------------|-------------------------------------|
| <input type="checkbox"/> County approvals: | <input type="checkbox"/> Needed | <input type="checkbox"/> Not Needed |
| <input type="checkbox"/> Final "As Built" Sealed Survey | <input type="checkbox"/> Needed | <input type="checkbox"/> Not Needed |
| <input type="checkbox"/> "As-Built" Site Drainage Plan | <input type="checkbox"/> Needed | <input type="checkbox"/> Not Needed |

- ☐ Approval to Release Deposit _____
Date _____ Signature _____

ARC-checklist

ARC Meeting Date(s) _____

CK'd N/A

- ☐ ☐ \$1,000,000 Liability Insurance
- ☐ ☐ Contractor's License
- ☐ ☐ Sub-Association approval
- ☐ ☐ Deposit amount is correct
- ☐ ☐ Photograph *[showing existing conditions and colors]*
- ☐ ☐ Color Samples *[showing proposed colors & materials]*
- ☐ ☐ SEALED survey showing location of all pertinent structures
[all items must be indicated by a professional. No hand drawn items allowed]
- ☐ ☐ Landscape Drawings *[SEALED & showing proposed new work]*
- ☐ ☐ Architectural Drawings *[SEALED & showing proposed new work]*
- ☐ ☐ Site Drainage Plan *[SEALED & showing drainage plan for all new ground coverage]*
- ☐ ☐ Proposed work is within allowed lot building area
- ☐ ☐ C&Rs checked to insure proposed work is allowed in location
- ☐ ☐ All dimensions on submitted plans are original and not added on
- ☐ ☐ Elevations shown for all drainage items
- ☐ ☐ Contractor has signed Contractor requirements sheet
- ☐ ☐ C & Rs for specific area of Spruce Creek reviewed
- ☐ ☐ Compliance with PUD verified
- ☐ ☐ CAD drawings
- ☐ ☐ _____
- ☐ ☐ _____

Verified By:

ARC committee member signature_____
Date