

Sub-Association Review (If required)	Master Association (Springs) Review	Completed Project
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Incomplete	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Incomplete	<input type="checkbox"/> Inspected
By:	By:	<input type="checkbox"/> Refund Deposit?
Title: _____ Date: _____	Title: _____ Date: _____	By: _____ Date: _____

THE SPRINGS COMMUNITY ASSOCIATION, INC
ARCHITECTURAL REVIEW

The ACC Committee meets the first Monday of each month at 5:00pm in the Clubhouse. The application should be submitted to the Community Manager at the Springs Office 7 days prior to the ACC Committee meeting and including appropriate Village approvals.

APPLICANT

Owner's Name: _____	Phone: _____
Property Address: _____	Village: (Approval required)
Email: _____	

DESCRIPTION OF IMPROVEMENTS TO BE DONE:
Mark all that apply.
****Applications will not be considered unless all required information and attachments are provided.**
** Permits may be obtained after approval, but must be submitted before work starts (See page 4)*
Full Contractor Information must be provided for any work not performed by the Homeowner (See page 2)

<input type="checkbox"/>	Roofing: Brand: _____ Material: _____ Color: _____ Required Attachments: Product Sample or brochure, Permit required*
<input type="checkbox"/>	Painting: (Circle Use) Brand: _____ Color # and Name: _____ Body Trim Accent/Door Brand: _____ Color # and Name: _____ Body Trim Accent/Door Brand: _____ Color # and Name: _____ Body Trim Accent/Door Required Attachments: Color sample card(s)
<input type="checkbox"/>	Garage or Entry Doors and Windows: Location: _____ Brand/Color: _____ Window Type: _____ #: _____ Required Attachments: Product brochure, detail specifications, Permit required*
<input type="checkbox"/>	Fencing: <input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> New Location: _____ Type: _____ Material/Color: _____ Height: _____ Required Attachments: Survey showing property lines and easements with layout/diagram of proposed fencing, Permit for Replacement or New*
<input type="checkbox"/>	Screened Porch or Pool Enclosure: <input type="checkbox"/> Repair <input type="checkbox"/> New Location: _____ Type: _____ Materials/Color: _____ Height: _____ Required Attachments: Survey showing property lines and easements with layout/diagram of proposed fencing, Permit (if required) *
N/A	Landscaping Renovations - Planting changes only (Complete and submit Arbor Committee application) Tree trimming and removals - Complete and submit Arbor Committee application
<input type="checkbox"/>	Landscaping Renovations – including drainage, grading, swales, hardscape, irrigation Required Attachments: Survey showing property lines and easements with layout/diagram/landscaping plans of proposed changes and additions, diagrams, showing proposed renovations, materials, plants. Permit required for new irrigation*
<input type="checkbox"/>	Swimming Pool or Spa: Type: _____ Location: _____ Dimensions: _____ Required Attachments: Survey showing property lines and easements with layout/diagram, brochure or proposal including detail specifications, Permit (if required) *

The Springs Community Association, Inc.
Architectural Review Application (Continued)

<input type="checkbox"/>	Driveway/walkways: <input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> New <input type="checkbox"/> resurfacing or coloring Location: _____ Type: _____ Materials/Color: _____ Required Attachments: Survey showing property lines and easements with layout/diagram, brochure or sample of materials with specifications, Permit (if required) *
<input type="checkbox"/>	Satellite Dish: Location: _____ Provider: _____ Required Attachments: Product brochure and specifications.
<input type="checkbox"/>	Security Lighting or Light Fixtures: <input type="checkbox"/> Replacement <input type="checkbox"/> New Type: _____ Location: _____ Color _____ Required Attachments: Product brochure or photo
<input type="checkbox"/>	Gutters and Drainage: <input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> New Location: _____ Type: _____ Materials/Color: _____ Required Attachments: Survey showing property lines and easements with layout/diagram with indication of gutter or other drain type runoff area and direction.
<input type="checkbox"/>	Solar Panels: <input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> New Required Attachments: Product brochure and plans, Permit required
<input type="checkbox"/>	Siding: <input type="checkbox"/> Replacement Location: _____ Type: _____ Materials/Color: _____ Required Attachments: Product brochure and plans
<input type="checkbox"/>	Other Projects: Project Description: _____ _____ Required Attachments: Survey showing property lines and easements with layout/diagram, along with specifications, picture or sample of the item. Permit (if required) *

Contractor Information (Required)	
Name/Company:	
Address:	
Contact Phone:	
Contractor License #	
Liability Insurance: <input type="checkbox"/> YES (Please attach copy) <input type="checkbox"/> NO	

- All required attachments are provided as indicated above.
- Construction deposit attached.
- Owner's affidavit has been read, signed and dated.

The Springs Community Association, Inc.
Architectural Review Application (Continued)

Approval of any plans by the ACC is not to be construed as a warranty of any kind that the plans as proposed do not violate any existing covenants, restrictions, easements, greenbelts, setbacks, statutes or ordinances. It is the owner's responsibility to see that her/his project does not adversely affect the drainage of adjoining properties or violate the laws or the rights of other owners. For your protection, please use licensed vendors that have a Certificate of Liability Insurance and Workers Compensation. Please be advised that you as owner will be held wholly responsible to ensure that the work will be done according to approved specifications.

These plans are reviewed for the purpose of determining aesthetic compatibility and compliance of the proposed project with the construction criteria of The Springs Community Association. They are not reviewed for safety or compliance with any government agency. All projects must conform with local zoning and building codes and the homeowner must obtain all necessary permits if approval is granted.

Approvals will be good for 6 months unless otherwise specified.

Construction Deposit Requirements: (Required with submission of application)

The SCA requires a construction deposit to cover any damage, which might result to common property such as roads, bridges, streetlights, utilities, etc. during construction. Amounts required are determined by the ACC or its' agent. Typical fees are: \$1,000.00 for new structures; \$250.00 for modifications of existing structures; and \$200.00 for re-roofing and other projects. No contractor or vendor passes will be issued until the deposits are paid and all requirements of this policy have been met. Deposits will be refunded upon final ACC approval of completed constructions. The property owner is responsible for contacting the ACC for final inspection.

OWNER'S AFFIDAVIT

- 1) The information above and in the attachments is correct.
- 2) I acknowledge that I am responsible for compliance with the rules and regulations imposed by The Springs Community Association.
- 3) I will allow SCA designated individuals to enter the property to see the site of the requested project.
- 4) I will provide to the ACC Committee amendments made to the submitted plans during construction regarding exterior elements or materials for review and approval.

PROPERTY OWNER SIGNATURE: _____ DATE: _____

SCA Regulation No. 14 requires that owners provide the SCA business office with evidence that permits have been pulled for renovation work requiring a permit. Owners should bring the permit(s) to the office so we can copy them (or you can provide us with a copy.)

Seminole County Provides the following guidance on when a permit is required:

- For additions and alterations, trade work is generally permitted all together in one permit. For example: a kitchen renovation may include electrical and plumbing permits. The ACC would only be concerned with an interior change line this, if it also included a change to the footprint of the entire home (as in changes to the dimensions of the home).
- Re-roofing (with any material) requires a permit for the rood and any skylights.
- Adding skylights without re-roofing requires a permit.
- Replacing or adding a new fence requires a permit.
- Replacing motorized garage doors requires a permit.
- Adding a pool requires a permit.
- Replacing exterior doors and windows requires a permit.
- Adding a new window or door requires a permit.
- Installing an irrigation system requires a permit.
- Re-plumbing a home or installing a water heater requires a permit. (But no ACC approval required.)
- Repainting does not require a permit.
- Gutters do not require a permit.
- Interior flooring does not require a permit.