



Return form to the Office:
 5749 Palm Beach Blvd., Fort Myers, FL 33905
 Phone: 239-694-3707
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For Staff Use:
Date:
Staff Initials:
Application ID #:

Architectural Exterior Modification Form (ARC)

Property Address: _____ Owner Name: _____
 Phone: _____ Email: _____
 Project Start Date: _____ Estimated Completion: _____
 Contractor Name/Phone/Email: _____

MODIFICATION REQUESTED

(Separate form required for each modification requested)

Check the appropriate box and provide as much detail in the form of sketches, samples, photos, etc.

LANDSCAPING (including sod replacement) Specify materials & attach sketch with dimensions, contractor contact information	ROOF REPLACEMENT & MAINTENANCE Manufacturer, type & color – provide brochure/picture, contractor contact information
STRUCTURE ADDITION OR MODIFICATION Provide plan drawings w/ elevations & include a list of materials to be used, contractor contact information	SCREENING & SCREENED ENCLOSURES Specify materials, style, drawing of elevations & picture/brochure, Contractor contact information
DRIVEWAY REPLACEMENT/WIDENING/RESURFACE Provide size/drawing & materials to be used - include catalog cut sheets and/or pictures, dimensions, contractor contact information	PATIO/LANAI ADDITION OR MODIFICATION Provide plan drawings w/ elevations & include list of materials to be used, contractor contact information
PAINTING HOUSE AND/OR DRIVEWAY Provide paint numbers & color, samples, and specify in the areas below	WINDOW REPLACEMENT Manufacturer, type/style, & color – provide brochure/picture, contractor contact information
MOBILE HOME SHEDS/REPAIRS - Provide size/picture /color/manufacturer of unit, exact location where unit will be placed. All mobile home sheds must be under support	OTHER Provide description, size/drawing, materials, etc., contractor contact information
SHEDS FOR ANNUAL RV SITES: See Rules and Regulations for specific manufactured structure information. Provide diagram for placement. Only for permanent R.V. Sites.	DOCK INSTALLATION/REPAIRS Provide dimensions drawing & materials to be used – include pictures, contractor contact information.

House Body Color	House Trim Color	Siding Color	Driveway Color
Attach Color Swatch	Attach Color Swatch	Attach Color Swatch	Attach Color Swatch

Owner Signature: _____ Date: _____

MODIFICATION DESCRIPTION DETAILS (Attach additional information as necessary)

Applications are required for **ANY** changes affecting the exterior of the residence. **Applications must be submitted 30 days prior to the start of the work.** Work cannot commence without ARC approval. All work shall commence within 90 days of approval. Any changes or modifications must be submitted to the ARC committee for review and consideration.

Homeowners must comply with all local and state building codes and obtain permits as required.

When using a contractor, the homeowner must obtain the business license, Certificate of Insurance (COI) showing coverage for Liability and Workman's Compensation (Certificate Holder must show Orange Harbor Co-Op Inc. on the COI)

Any unapproved or non-complying improvements may be subject to enforcement procedures, including but not limited to the demand of removal, imposition of fines, and/or legal injunctions at the homeowner's expense.

To be completed by the Architectural Review Committee:

Disposition:

Approved: _____

Approved w/ Conditions: _____

Denied: _____

Please provide the following additional information: _____

ARC Representative Signatures:

Representative Signature	Date