

ARCHITECTURAL REVIEW APPLICATION

THE SANCTUARY COMMUNITY ASSOCIATION, INC.

THIS FORM IS TO BE COMPLETED BY THE HOMEOWNER AND SUBMITTED TO THE ARCHITECTURAL REVIEW COMMITTEE FOR APPROVAL PRIOR TO COMMENCEMENT OF ANY WORK. PLEASE ALLOW FORTY-FIVE (45) DAYS UPON RECEIPT FOR A DECISION FROM THE ARC. If all required information is not included with this form at the time of submission, the application will be returned and the time period for approval/disapproval will not apply.

Mail completed application to:

The Sanctuary Community
C/o Pinnacle Property Management, LLC
1511 East State Road 434, Suite 3001
Winter Springs, FL 32708
Phone: 407-977-0031 Fax: 407-977-5495

Date: _____

Property Owner's Name: _____ Lot # _____ Please check if you live on _____ Conservation _____ Pond _____

Owners' Mailing Address: (If different from Property Address)

Resident's Name: _____

Property Address: _____

Signature: _____ Phone: Day _____ Night _____

Would you like your email address added to the Community notification system (will be used only for official info and not shared)? Yes: _____ No: _____

E-mail address _____ May the Architectural Review Committee Contact you for clarification or questions? Yes: _____ No: _____

NOTE: This form will be mailed back to the property owner. The following items **MUST** be submitted along with this form: 1) PLOT PLAN/PROPERTY SURVEY SHOWING LOCATION OF MODIFICATION; 2) DRAWING AND COLOR SAMPLES.

Please complete the following, if applicable.

Contractor: _____ Architect: _____

Phone: _____ Phone: _____

Purpose of Application: Check appropriate items

Exterior Color Selections (attach 12" by 12" color samples; **specify body, trim, garage door and front door colors**). Exterior colors may be selected **ONLY** from the approved Sanctuary color palette book, available at the Amenity Center. Color sample "chips" are also available to take to your paint supplier to ensure you match the exact sample color. *****PLEASE NOTE ALL REQUESTS FOR EXTERIOR COLOR MUST INCLUDE 12"x12" DRY SAMPLES OF THE PAINT COLORS YOU ARE APPLYING FOR*****

Pool (detail color of any screen enclosure and detail how pool equipment will be screened from view)

Landscaping Plan (include plat plan with location and type of all plants, beds, borders and any other materials included)

Construction project such as screen room or room addition. Colors and materials must be detailed.

Other _____

(For FENCES, please use the separate fence application form, which includes a sample schematic for the allowable positioning for various lots.)

NOTE: Requests and alterations must conform to all local Zoning and Building Regulations. You are required to obtain the required permits if your request is approved. **If your request is denied by the ARC, you may appeal to the Board of Directors for review.**

Please **notify your immediate neighbors** of your plans note that information below. You do NOT have to obtain their *approval*—this notice is **ONLY** intended as a courtesy to your neighbors, who have the right to submit their opinions regarding your proposed project to the ARC, either through phone or mail to PPM or by attending an ARC meeting in person (second Thursday of each month, at 7 pm in the Amenity Center), or by email to the ARC (arc@thesanctuaryhoa.org).

Name: _____ Address: _____ Lot No.: _____ Date: _____

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ARCHITECTURAL REVIEW COMMITTEE

Approved: _____ Signature _____ Date _____

Disapproved: _____ Signature _____ Date _____

COMMENTS BY ARC

Date Received by Pinnacle: _____ Date Mailed to Mailing Address: _____

Date Submitted to ARC: _____ Date Mailed Certified: _____

(if applicable)

PLEASE NOTE: Application approvals are valid for **ONE YEAR** from the approval date. If work on an approved project has not commenced by that time, a **NEW APPLICATION must be submitted!**
The Sanctuary ARC Form 1, rev. Sept. 2010