



DATE RECEIVED: \_\_\_\_\_

Architectural Review Committee [ARC] Application

- **ALLOW 14 TO 21 DAYS AFTER SUBMISSION FOR APPROVAL OF THIS REQUEST.**
- **Complete the following request for any changes to the exterior of your lot or home.**
- **This completed application is valid for sixty (60) days from the final approval date.**
- **Place a copy of this approval and permits on a front window of your home visible from the street.**
- **Copies of all required government permits must be provided to the Tropic Isles Co-op office prior to commencement of the project.**

Resident Name: \_\_\_\_\_ Lot# and/or Street Address: \_\_\_\_\_  
 Resident Contact Phone: (\_\_\_\_) \_\_\_\_\_ Project being done by: \_\_\_ Resident \_\_\_ Contractor  
 Contractor's name and phone: \_\_\_\_\_  
 Estimated start date of project: \_\_\_\_\_ Anticipated completion date: \_\_\_\_\_  
 Brief description of the project: \_\_\_\_\_

Please supply invoice from contractor or estimate of cost for the project: \_\_\_\_\_

**INSTRUCTIONS: Attach a detailed readable, understandable drawing and written description.** *You must show the location of your project in relation to compass North, to your home, the street, seawall and all adjacent or pertinent structures, including the description of the material and colors to be used and all actual dimensions.*

Your project is subject but not limited to the following:

- You must obtain all local building permits and abide by all codes and Rules and Regulations that apply. The City of Palmetto will not grant you a permit until you obtain approval from Tropic Isles Co-op, Inc.
- You are responsible for any damages to utilities and other property.
- Workman's Comp. Exemption or Waiver is not acceptable for contractors. Contractors must be licensed and carry Worker's Compensation AND Liability Insurance.
- If all of the necessary information is not submitted with your ARC application, you will be asked to re-submit a completed/amended application. When the amended application is received, your application date begins anew.
- Deviation from the approved plan will void any approvals and you may be required to deconstruct the project.
- Upon approval or denial of your ARC request, you will be contacted. Please pick up your letter at the Co-op Office after you have been contacted.
- **If approved, it is your responsibility to coordinate with the ARC, Contractor, City Officials, and the Co-op Office. Don't start work until you receive all of your permits. Take all permits to the office.**

Resident Signature agreeing to the above: \_\_\_\_\_

*Space below for use by Tropic Isles Staff and ARC only*

Manager Acknowledgment: \_\_\_\_\_ Manager approval process applicable: YES/NO

Refer to ARC: YES/NO by: \_\_\_\_\_

Office Coordinator: Entered and Initialed, copied into ARC Log: Date: \_\_\_\_\_ by: \_\_\_\_\_

ARC Committee Meeting Date: \_\_\_\_\_ Signature ARC Chair: \_\_\_\_\_ **Tom Hennessy**

Committee Members Present Initials:

|  |              |  |             |  |                  |
|--|--------------|--|-------------|--|------------------|
|  | JACK MILLER  |  | DAVE OLIVER |  | ED "DUTCH" PRINS |
|  | DENNY VITTON |  | JOHN BRAZIL |  | RICHARD NITTI    |
|  |              |  |             |  |                  |

Request Recommended by Committee: YES/NO If No, Reason: \_\_\_\_\_

Comments from Committee: \_\_\_\_\_

ARC Signature, Final Post Project Inspection: \_\_\_\_\_ Date: \_\_\_\_\_

Resident signature upon approval: \_\_\_\_\_ Date: \_\_\_\_\_