



arb@artemislifestyles.com

1631 E. Vine Street, Suite 300, Kissimmee, FL 34744  
407.705.2190

## ARCHITECTURAL CHANGE REQUEST

(Please complete both side of the form)

Community Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Property Address: \_\_\_\_\_  
Lot No. \_\_\_\_\_ Telephone Number: (Home) \_\_\_\_\_ (Office or other) \_\_\_\_\_  
Email Address: \_\_\_\_\_

### INFORMATION ABOUT THE ARCHITECTURAL CHANGE YOU ARE SEEKING



**Mark One or more:**

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Landscape Change  
Fence Installation  
Color Change/House  
Driveway (Pavers, paint or stamped)  
Electrical/Lighting  
Satellite Dish  
Roof Replacement

- ☐ Hurricane Shutters
  - ☐ Screen/Patio Enclosure
  - ☐ Patio Installation
  - ☐ OTHER
- (Specify) \_\_\_\_\_

**For Paint Applications (be sure to include code and color name of approved color by your association):**

Body/Garage Color Requested \_\_\_\_\_ Do you have shutters?  
Trim Color Requested \_\_\_\_\_ Yes ☐ No ☐  
Front Door Color Requested \_\_\_\_\_ If yes, color \_\_\_\_\_

**Please describe the type of change you are seeking approval for. Please specify any materials or any other information:**

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## ARCHITECTURAL CHANGE REQUEST

### ATTACH THE FOLLOWING TO YOUR REQUEST:

- Copy of your property survey is required, marking the area where the work will be performed on your home/lot including dimensions
- Paint: Include paint color samples with the paint name and code
- Contractors' License & Certification of Insurance
- Copy of Contract(s)
- Common Area Security Deposit (if applicable—call for information)

### PLEASE READ AND SIGN THE FOLLOWING ACKNOWLEDGEMENT:

- ONLY the owner of the subject property may make application for alteration or change
- Application DOES NOT guarantee approval and that any approval must be received, in writing, prior to making the alteration or change sought in this application.
- Architectural Change approval is based upon the aesthetics of the proposed change and does not certify the construction worthiness or structural integrity of the change proposed.
- Applicants are SOLELY responsible for calling the appropriate utilities BEFORE digging, to have all underground services marked. Applicants are SOLELY responsible for any damage or costs associated with restoring service. Applicants are SOLELY responsible for damaged irrigation.
- Applicants are Solely responsible for following all local codes, obtaining proper permits and adhering to set-back requirements when making the change.
- Applicants MAY NOT deviate in any manner from the plan, if approved. Any change will require PRIOR WRITTEN approval.

\* If all necessary items are submitted, most ARB applications are answered within (2) two weeks. However, depending on your HOA documents, they may legally have up to 30-60 days to make a proper decision. \*

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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### ASSOCIATION USE ONLY

Date Received: \_\_\_\_\_

Control Number: \_\_\_\_\_

DATE SENT TO ARB \_\_\_\_\_

DISPOSITION: APPROVED

DENIED

CONDITIONS IMPOSED:

\_\_\_\_\_  
\_\_\_\_\_

Signature(s) of ARB \_\_\_\_\_ DATE \_\_\_\_\_

DISPOSITION LETTER SENT TO APPLICANT \_\_\_\_\_ by \_\_\_\_\_