

BAYTREE COMMUNITY ASSOCIATION, Inc.
ARCHITECTURAL REVIEW COMMITTEE (ARC) APPROVAL REQUEST

ARC-09

This form is used to request approval from the Baytree ARC for architectural additions or changes to the exterior of the home, i.e., new construction; an attached building or room; a new pool or pool enclosure; a patio/porch; solar panels; also including any other item that requires a County permit.

Neighborhood:	Note: Applications and plans, as appropriate, are reviewed for the limited purpose of determining aesthetic compatibility within the community in general and to be in compliance with the Declarations of covenants and restrictions and the ARC Standards . No review has been made with respect to functionality, safety, compliance with governmental regulations, or otherwise, and no reliance on approval should be made by any party with respect to such matters. The approving authority disclaims liability of any kind with respect to submitted plans, the review of, or any structure built, including but not limited to, liability for negligence or breach of express or implied warranty.
Homeowner Name:	
Street Address:	
City, State, Zip:	
Date of Request: Primary Phone:	

If this application is approved, I accept full responsibility for all actions of my vendor, contractor, or their employees for any damage or alteration which may occur to Baytree Common Areas, other homeowners' properties, or other property in Baytree as a result of this project and agree to replace or restore such damaged property to its original condition. I further agree that I will be responsible to obtain all appropriate permits, licenses, or insurance as may be required by the appropriate city, county, or state agency prior to commencement of this project.

The undersigned will (1) advise the ARC of any external changes to the plan after ARC approval, and (2) grants the ARC permission to access and inspect the above property until the project is completed, inspected, and receives final approval.

Owner Signature: _____ email: _____

Please describe your request. If you need more space add additional sheets to this form.

Please attach the following documentation to this request as applicable. Check off those items attached.

- 1. Contractor name, phone _____
- 2. License # _____ (and attach proof)
- 3. Contractor proof of General Liability and Workers Compensation insurance.
- 4. Site survey or plan with location.
- 5. Drawing, blueprint, or sketch.
- 6. Product brochures/photos.
- 7. Color samples.
- 8. \$25.00 Fee. Check # _____

Attach a check payable to *Baytree Community Association*: for \$25.00 for the nonrefundable processing fee. The completed form should be mailed to or dropped off at Fairway Management at 1331 Bedford Drive #103, Melbourne Florida 32940.

Start Date _____ Completion Date _____

This application is valid for six months from the date of approval, unless the ARC grants an extension.

Appeal Process: Any decision of the ARC may be appealed to the Baytree Community Association (BCA) Board of Directors. The appeal must be filed in writing with the BCA property manager within fourteen (14) days from the date of the written decision of the ARC. Please reference *Baytree Community Building Standards* for complete details.