

PROVIDENCE NEIGHBORHOOD ASSN.
ARB Submittal Requirements

IMPORTANT NOTE!	You <u>MUST</u> fill out and <u>ATTACH</u> the submittal check list to your ARB submittal! If <u>ALL</u> the required attachments are not included with your submittal, it will be sent back to you as incomplete!
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EXTERIOR CHANGES:

The Architectural Committee must be able to see clearly what your finished project will look like as nearly as possible, prior to any work being done. This includes, but is not limited to: Placement on your lot, Overall Size, Dimensions (H, W L, D) Color, Shape, Materials used, etc. How will this look on your lot with the existing design and color of your home, and how can you make the ARB understand?

1. Placement on your lot. Need Plot Plan* Must include drawing, notating location of new addition, fencing, concrete pad, planter beds, trees, structures, showing the exact change in the footprint of your home. (*Overhead drawing of the placement of your home on your lot. also known as a Plat.) This is available in your closing papers and on the Orange County Property Appraiser's Website. Please call Southwest Property Management if you need help with this.

2. Elevation: Photo or Rendering of structure as it would be seen from eye level in relation to your house. All sides must be shown. In the case of something other than a building extension such as a play structure or fountain, a photo from a brochure showing how it will be seen on your lot may be sufficient. Fencing requires a photo from a brochure showing the style & color. Structures should include window and door placement with measurements. If applicable, you may consider including photo (s) of the existing area "before" the work, so the rendering of the "after" will make more sense.

3. Materials List: Roofing requires a 3" X 5" sample of the actual material, inside a zip bag, stapled to the application. For other materials, in most cases, a photo from the manufacturer's brochure showing style, color, texture and pattern may be sufficient for heavy items such as pavers, wood, and other larger items. In some cases, the ARB may still require actual samples of brick, wood, metal and other construction materials. This will be determined on a case-by-case basis. Also include description for example: *"30 Year Architectural Shingles," "Pressure Treated Pine," or "1/4 Aluminum."*

If the ARB requires additional samples, it is understood that if it takes more than 48 hours for you to deliver the required samples directly to the ARB, the submittal will be returned to you as incomplete, and you will have to resubmit your request. (Call Southwest Property Management if you need help with this.)

4. Color Disclosure: Same as above, with colors noted on the brochures. For example: Front Door replacement with stylized glass insert. Picture of style you've chosen shows burgundy frame. Your frame will be Hunter Green. Circle the "Style" you want, and label it as "Style" Then circle Hunter Green as the "Frame Color" choice. This example can be used for Vinyl Fencing, Pre-fabricated structures, yard art, shutters, play equipment, etc.

PLEASE REMEMBER: The more information you provide, the easier it is for the ARB to visualize what you want to do, and it will allow the ARB to respond more quickly!

PLEASE PLAN AHEAD! The ARB are all resident volunteers. It may take 30 days or longer to review your request. Please allow adequate time, and do not allow your contractor to push you to schedule work before your application is approved.

PERMITS: You or your contractor are required to check with your municipality to confirm if a permit is required for your project. The ARB requires you to produce a copy of your permit w/final inspection, when your project is complete.

Last Name _____ St#: _____ Street: _____
PLEASE PRINT

Providence
ARB Submittal Check List
for EXTERIOR CHANGES

This list is **REQUIRED** to be attached/stapled to the **BACK**
of your Submittal Form.

CHECK OFF EACH ITEM REQUIRED BELOW, TO VERIFY THAT THE ITEM IS INCLUDED.

- Plot Plan/Overhead Drawing**- Shows LOCATION of Exterior Change
- Dimensions of Exterior Change**- are marked on the Plot Plan
- If Landscaping**- Show location of all plants and beds.
- Landscape beds**- are drawn out, labeled with the names of the plants and size plants either by height or by the # gallon size.
- Photo sample(s)**- of plant or flower color is included.
- Photos from color brochure**- showing style, design, pattern, texture, etc.
- Elevation**- Eye-level rendering, photo, or drawing of what it will look like.
- Materials List**- List type of materials, and description.
- Samples**- Actual Samples Preferred if able to mail.
- Color Disclosure**- Picture of color of item(s), pattern such as the design of pavers, brick veneer, doors, etc.

Your Notes to the ARB Committee: _____

SEND THIS ENTIRE PACKAGE TO:
Southwest Property Management, PO Box 7, Gotha, FL 34734

** Please set your printer to print each page separately! **

