

# ***Heron's Glen Homeowners Association, Inc.***

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## ***Architectural Review Committee Application Form***

Application forms and documentation must be submitted before 3:30 pm the **TUESDAY** prior to the scheduled Tuesday meeting of the ARC Committee. The committee meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. No work may be started prior to receiving approval from the ARC Committee. No approvals will be granted before going to an ARC Committee Meeting.

***This application will expire six (6) months after approved date.***

Date: \_\_\_\_\_ Lot # \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_, North Fort Myers, Florida 33917

This application form does not list all items requiring approval. If a specific form does not apply to the exterior work proposed please use the Other Exterior Work Form.

Please include drawings, site plans, color samples, detailed description, product literature, photos, contracts, proposals, estimates and any other relevant information that will assist the committee in the review of your application. If we are unsure of what you are proposing, it will delay a decision.

**Before submitting Application please review the following:**

- **Design and Development Guidelines**
- **Community-Wide Standards for Lighting**
- **Community-Wide Standards for Mailboxes**
- **New Construction Standards for Heron's Glen**
- **Landscape Guide for New Construction and/or reconstruction**
- **Policy pertaining to Common Property Modification & Maintenance**
- **Declaration of Covenants, Conditions and Restrictions for Heron's Glen Article XII and XIII**

The referenced documents are available at the HOA Office or online at [www.heronsglenhoa.org](http://www.heronsglenhoa.org).

**Please indicate which form will be attached to this application:**

Exterior Paint Form \_\_\_\_\_ Whole Home Generator Form \_\_\_\_\_ Lanai Extension Form \_\_\_\_\_  
Pool Installation Form \_\_\_\_\_ Lanai Enclosure Form \_\_\_\_\_ Other- Exterior Work Form \_\_\_\_\_  
Neighboring/Adjacent Property Owner Acknowledgement Form \_\_\_\_\_

**The Neighboring/Adjacent Property Owner Acknowledgement Form must be completed for all work that is done on the side or rear of the property. Homeowners having work done must fill out the form and make reasonable attempts to get this form signed by the adjoining neighbors. This form must be completed and attached to this application.**

**This application will not be approved until it has been presented and reviewed at a scheduled ARC Committee Meeting. Work is not permitted to start until the ARC Committee has met and approved this application.**

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**Please refer anything relating to lawns, trees, plants, free-standing flagpoles, curbing, lawn ornaments (including fountains or statues) or other items placed in the grounds of the property to the Grounds Committee.**

For any work that is to be done on your house, (unless the work is being done by yourself or with the help of a friend) the following documents must be on file. **Please check box to confirm that the contractor is current or that you have provided the appropriate documents if not on file.**

A current copy of the contractor's license    Proof of workman's compensation    Proof of general liability insurance

You can check the HOA website at [www.heronsglenhoa.org](http://www.heronsglenhoa.org) to see if the contractor has provided current year license and insurance information. If not, it is your obligation to provide these documents with your application. Notwithstanding the information maintained on file by the Association, the Owner acknowledges that it is the Owner's responsibility to verify with any contractor it hires that they are properly licensed and insured. Whenever an Owner contracts for maintenance, repair, replacement, alteration, addition or improvement of any portion of the Parcel or Unit, whether with or without obtaining the required approval from the ARC, such Owner shall be deemed to have warranted to the Association and its Members that its contractor is properly licensed and fully insured and that the Owner will be financially responsible for any resulting damage to persons or property not paid by the contractor's insurance."

**The committee will not review applications that are submitted without the proper documentation.** This is to protect you, your neighbors and the Association. Please be advised that approval of this proposal in no way obligates Heron's Glen and any liability associated with this installation must be borne by the homeowner and contractor.

**The name of the contractor that will be doing the work is:** \_\_\_\_\_

**Their telephone number is:** \_\_\_\_\_

Please bring this application and form attachments to the HOA office in the clubhouse or mail to:  
Architectural Review Committee, Heron's Glen Homeowners Association, 2250 Heron's Glen Blvd, N Fort Myers, FL 33917

**No work is to be done until you have received an approval letter from the Architectural Review Committee authorizing your request. For any job that requires a building permit, a copy of the building permit and permit drawings, if any, must be on file with the Architectural Review Committee and the original posted on the job before work begins.**

In the event of any disapproval, the concerned Owner may appeal to the Board of Directors for a hearing. Such appeal must be made in writing to the Association Board within thirty (30) days. In considering the appeal, the board's decision is not bound by the Design and Development Guidelines, however the decision is bound by the Declaration of Covenants and the HOA Bylaws.

**Homeowner is responsible for any movement of utilities, including the CLIS Irrigation pipes, sprinklers or mainlines. All costs for the CLIS Irrigation or other utility work or damages to any kind of utilities will be the Homeowner's responsibility.**

**Please sign application**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**When work has been completed please provide a work completion notice to the HOA Office.**