

## **Instructions for completing the Architectural Review Form**

The Villages of Lake St. Charles HOA requests that all required documentation be submitted at the time of the request.

1. Please PRINT legibly.
2. Give the complete homeowner name and address of the home for which the modifications are being requested. Please make note if the owner's mailing address is different from the home address where the modifications are being requested.
3. Complete the entire application, sign and date the form.
4. This architectural request must be accompanied by the following documentation as it relates to your request, exterior paint changes require paint chip samples of the color(s) you wish to use (**painting does not require the Plot plan or elevation documents**):

- 1.) Plot plan (official survey of lot) –Please show the improvement (**i.e. deck, fence, landscaping, garden, addition, etc.**) and its relationship/distance to property lines, easements, open space, drainage ditches, neighboring homes, etc.

- 2.) Elevation – or “head on” view, as would be seen in a photograph. The elevation drawing should show height, width, distance above finished grade and details of the proposed request. Be specific in order to expedite the architectural review process.

- 3.) Photographs or brochure pictures should be submitted along with this request when available. (**i.e. picture of play set, storm door, style of fence or shed**)

6. It is recommended that homeowners check with the County Building Inspections Department to obtain necessary permits and building code information.

7. Submit the all documents to:

**Villages of Lake St. Charles HOA  
c/o Arcis Realty, LLC  
2908 Bay to Bay Blvd, Suite 200  
Tampa, Florida 33629**

**E-mail: [lisa@arcisinc.com](mailto:lisa@arcisinc.com)  
Fax: (813) 805-2120  
(paint requests **MUST** be mailed in)**

**ARCHITECTURAL REVIEW APPLICATION FORM  
VILLAGES OF LAKE ST. CHARLES HOA**

**(Please fill in all items and supply all supporting data  
as requested)**

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

Property Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please Note: No project should be started until you receive approval for  
your request from the Architectural Review Committee.**

This architectural request must be accompanied by the following documents if it relates to your request, exterior paint changes require four (3) paint chip samples of the color you wish to use **(painting does not require the Plot plan or elevation documents)**:

- 1.) Plot plan (official survey of lot) –Please show the improvement **(i.e. deck, fence, landscaping, parking pad, garden, addition, etc.)** and its relationship/distance to property lines, easements, open space, drainage ditches, neighboring homes, etc.
- 2.) Elevation – or “head on” view, as would be seen in a photograph. The elevation drawing should show height, width, distance above finished grade and details of the proposed request. Be specific in order to expedite the architectural review process.
- 3.) Photographs or brochure pictures should be submitted along with this request when available. **(i.e. picture of play set, storm door, style of fence or shed)**

Description of Improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Materials to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Paint Colors:  
Body: \_\_\_\_\_  
Trim/Accent: \_\_\_\_\_  
Front Door: \_\_\_\_\_  
Garage Door: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Days to Complete: \_\_\_\_\_

**Please  
Note:**

1. The Architectural Committee will handle the review of your plans as quickly as possible, but allow for up to thirty (30) days.
2. Please keep in mind: The Committee reviews plans and specifications as to style, exterior design, appearance and location and does not approve engineering design or compliance with zoning or building ordinances.
3. All improvements must commence and be completed within 90 days of the approval or approval will be revoked and you will be required to resubmit your request.

**I agree to adhere to the Declarations of Covenants for the Villages of Lake St. Charles HOA as it pertains to this submittal and to abide by the conditions imposed by the Architectural Review Committee. I declare the plans and specifications of existing conditions are true and correct. I further declare that I have fully disclosed to the Committee all improvements that may impact neighboring properties.**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

Submit to:

**Villages of Lake St. Charles HOA  
c/o Arcis Realty, LLC  
2908 Bay to Bay Blvd, Suite 200  
Tampa, Florida 33629**

**E-mail: [lisa@arcisinc.com](mailto:lisa@arcisinc.com)  
Fax: (813) 805-2120  
(paint requests MUST be mailed in)**

**For Internal Use Only**

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

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Contingent Approval: \_\_\_\_\_

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

\_\_\_\_\_  
Date