Brandywine Homeowners Association, Inc.

Architectural Review Form

- This is a request form to be completed by the homeowner and submitted to the Architectural Review Committee (ARC) before any work commences on the subject property.
- Please refer to your Declaration for a description of the Architectural Review process and its purpose.
- A separate form must be completed for each project.
- Please allow 30 days from the time we receive your submission for the results of this review.

	Submission Information
Date of Submission	
Property Owner Name	
Property Owner Email	Phone
Property Address (Subject Property)	
Requested Change	Description of Changes / Additions
(Select one)	
Painting	
Addition	
Fencing	
Screen Enclosure	
Pool	
Play Set	
Landscaping	
Walk/Driveway	
Roofing	
Other	
Other	



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Conditions, Restrictions, and Limitations

This request is subject to all conditions, restrictions and limitations noted on this form (front and back).

Submission Requirements

- Attach a copy of a plot plan or survey showing where the addition such as a fence, porch, etc. is to be located. All
 materials, dimensions and finishes must be described in detail and color samples must be attached for any paint or
 other finishes. All requests must conform to the local zoning and building regulations and you must obtain all necessary permits if your request is approved by the Architectural Review Committee.
- This form must be signed by the owner of the subject property.

All Approvals Are Subject To The Following Conditions

- Property owner and contractor(s) are responsible for obtaining and complying with all building permits, building codes and setbacks. All work must meet County and Local ordinances for landscape and tree replacement guidelines.
- Property owner is responsible for restoring, regrading and replacing any damaged grass, plants or other property on adjacent or nearby lots, easements or common property that may be damaged as a result of this project.
- Proposed structures shall not encroach on any platted setback or easements nor may they adversely affect any designed and approved drainage flow on this or any other lot. Property owner must accept liability for encroachment on or damage to any easements.
- All materials used during alteration process must be neatly stored on site. Upon completion, all excess materials must be removed within 14 days.
- Any fence shall not encroach onto any property owned or controlled by the Association and shall not obstruct or impede approved drainage flow on this Lot or any other. Height of homeowners fence cannot exceed the height of any community fence. The "finished" side of the fence shall face the street and neighboring properties.
- All work must be completed within 90 days of the date of this signed approval.
- Owner must continue to maintain property during construction

Form Submission

Please return form to:

Specialty Management Company of Central Florida, Inc. • 1000 Pine Hollow Point • Altamonte Springs, FL 32714 (407) 647-2622 • (407) 647-3226 • arc@greatcommunities.com

Property Owner Signature

I, the owner of the above named property, agree to all terms, conditions, requirements spelled out in the association Declaration, of Restrictions, Articles of Incorporation, By Laws, Rules and Regulations, Architectural Review Guidelines, Community Standards and this document.

Signature X		Date X		
This Section To Be Completed By Architectural Review Committee				
Check All That Apply	Review Notes			
Standard				
☐ Non Standard				
Complete				
☐ Incomplete				
Approved as Submitted	Agent for the ARC			
Approved with Changes	rigent for the rine			
Returned Incomplete				
Disapproved	Name	Signature	Date	

