

**VICTORIA GROVE HOMEOWNERS ASSOCIATION, INC.**  
**10420 Victoria Grove Boulevard**  
**Royal Palm Beach, FL 33414**  
**Telephone: 561.333.6050**  
**Fax: 561.791.9240**  
**ARCHITECTURAL REVIEW COMMITTEE ("ARC") APPLICATION**  
**Effective January 31, 2019**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Lot# \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_

**Describe below, in detail, the change(s) and/or modification(s) for which you are requesting approval (the "Project"):**

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**Please complete and sign this form and attach the following:**

1. Copy of contractor proposal, if any, and sketch of work to be done.
2. Copy of contractor's current license.
3. Copy of contractor's current liability and worker's comp insurance showing Victoria Grove HOA as an additional insured.
4. Copy of accurate property survey indicating location of changes or modifications.
5. Deposit if required pursuant to the ARC deposit guidelines.

**Materials you may need to provide for the Association/ARC to make a decision on your request:**

1. A picture, drawing or advertising materials displaying the items you are requesting for installation.
2. A sample of the type and texture of any building materials that may be used on the exterior of the house.
3. A sample of the color of paint or other materials that may be used on the exterior of the house.
4. Any other material or information that may assist the Association/ARC in the evaluation of the project.
5. A site plan showing your lot, the location of your home on the lot and where the change(s) will be made.
6. Landscape changes may require changes to your irrigation system; if so, please supply sufficient information regarding same. If you are required to make changes, you will be responsible for any damage to both common areas and other lots.

**It is understood that the change(s) and/or modification(s) which you are requesting comply with the following in addition to any other Association requirements:**

1. Any change(s)/modification(s) shall NOT be located on Association common property/area.
2. Any change(s)/modification(s) must be solely confined to your property/lot.
3. Any change(s)/modification(s) must not interfere with or obstruct any easement on your property or any adjoining property.
4. Any change(s)/modification(s) may not damage landscaping on your property, that of a neighbor, or anything located on the Association's common property/area. Any damage is your responsibility.
5. Any change(s)/modification(s) shall NOT cause a nuisance or otherwise interfere with the peace and/or privacy of other residents in the community.
6. Any change(s)/modification(s) performed by anyone other than the Unit Owner(s) must be performed by licensed and insured contractors.
7. Any approved change(s)/modification(s) may not begin until all required permits from all governmental agencies have been received by the Lot Owner(s) and copies given to the Association.
8. By submitting this Application, you agree to accept the Association's ARC's decision as a final decision and to abide by all terms and conditions of said decision, including, but not limited to, any conditions thereto and you further agree to comply with the Association's Governing Documents and/or Rules and Regulations.

By signing below, you acknowledge and agree that it is the homeowner's sole obligation to inquire about any permits required by the Village of Royal Palm Beach, Florida.

The approved change(s)/modification(s) as conditioned in the sole discretion of the Association/ARC, if any, must commence within forty-five (45) days and be completed in a reasonable amount of time, not to exceed ninety (90) days from the date below of said approval. Failure to commence work within forty-five (45) days from the date of ARC approval will deem this approval void requiring the Unit Owner(s) to submit a new application for same.

By signing below, Homeowner agrees that the deposit shall be retained by the Association until the completion of the approved Project without damage to Association common area. Should damage occur to Association common area during the Project, then the Homeowner hereby waives its rights to the return of said Deposit to include attorney's fees and costs incurred by the Association whether or not suit is filed.

Homeowner's Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**VICTORIA GROVE HOA:**                             **APPROVED**                             **DISAPPROVED**

By: \_\_\_\_\_, duly authorized                      Dated: \_\_\_\_\_

You will be notified within thirty (30) days from the date of your fully completed submission of this Application from the Association's Architectural Review Committee as to the approval or disapproval of your request for change(s) and/or modification(s).