

Kingston South Homeowners Association

Architectural Review Committee (ARC) Request Form

Page 1 of 2

Please complete all fields and submit with required attachments (see Page 2) to the ARC at least 30 days before work begins.

OWNER INFORMATION

Owner Name(s)

Date of Request

Property Address

Phone Number

Email Address

TYPE OF MODIFICATION / IMPROVEMENT (check all that apply)

- | | | |
|--|---|---|
| ☐ Exterior Paint / Color Change | ☐ Fence or Wall | ☐ Landscaping / Hardscaping |
| ☐ Roof Replacement | ☐ Pool / Spa | ☐ Screen Enclosure / Lanai |
| ☐ Driveway / Walkway | ☐ Solar Panels | ☐ Room Addition / Structural |
| ☐ Exterior Lighting | ☐ Shutters / Windows / Doors | ☐ Other (describe below) |

If "Other," describe:

PROJECT DESCRIPTION

Describe the proposed work, materials, and colors in detail (attach additional sheets if needed):

TIMELINE & CONTRACTOR

Estimated Start Date

Estimated Completion Date

Contractor / Company Name

Contractor License No.

Contractor Phone

Contractor Insurance Y/N

Kingston South Homeowners Association

Architectural Review Committee (ARC) Request Form

Page 2 of 2

REQUIRED ATTACHMENTS (check all included with this submission)

- ☐ Site plan / survey showing location of proposed work
- ☐ Detailed drawings, dimensions, or plans
- ☐ Material and color samples or specification sheets
- ☐ Photos of current condition of the area
- ☐ Contractor proposal / written estimate
- ☐ Copy of contractor license & certificate of insurance
- ☐ HOA or county permit application (if applicable)

OWNER ACKNOWLEDGMENT

I understand that no work may begin until I receive written approval from the Architectural Review Committee. I agree that all work will comply with the community's governing documents, design guidelines, and applicable building codes and permit requirements, and will be completed by a licensed and insured contractor. I understand that approval of this request does not waive any requirement to obtain permits from the appropriate local government authority, and that I am responsible for the ongoing maintenance of the approved modification.

Owner Signature

Date

FOR ARC / BOARD USE ONLY

Date Received

Meeting / Review Date

Decision:

☐ Approved

☐ Approved with Conditions

☐ Denied

☐ Tabled / More Info Needed

Conditions / Comments:

ARC / Board Member Signature

Date