

**Architectural Review Application**

This application must be completed by the property owner and submitted in its entirety before any work commences. Please refer to your Project Documents for a description and purpose.

**Please allow thirty (30) days from the time the Community Manager receives all of the required information for the results of this request.**

Date of Request: \_\_\_\_\_

Property Owner (s): \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot # \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

• **Description of Proposed Changes / Additions / Improvements: (Please submit one application per project type)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Electrical/Lighting        | <input type="checkbox"/> Exterior Painting  | <input type="checkbox"/> Screen Enclosure       |
| <input type="checkbox"/> Hurricane/Window Shutters  | <input type="checkbox"/> Roof Replacement   | <input type="checkbox"/> Patio/Deck Improvement |
| <input type="checkbox"/> Exterior Signage           | <input type="checkbox"/> Exterior Furniture | <input type="checkbox"/> Exterior Decoration    |
| <input type="checkbox"/> Retractable Shading System | <input type="checkbox"/> Pool/Hot Tub Fence |   |

**Description of Project to include location:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Required Items:**

- Completed Application.
- Attach a copy of your plot plan and a copy of the property survey showing where the work will be performed on your home/lot.
- All materials, dimensions and finished must be described in detail.
- Sample photos of requested project or additions request must be included.
- If utilizing a vendor, must include Vendor Contract, License and Proof of Insurance.
- If Osceola County requires a Permit for the work, a copy of the permit must be provided upon fourteen (14) days from application approval.

**All Approvals are subject to the following:**

- All work must be started within 30 days after approval and completed within 90 days after start of work. Community Manager will verify that specified proposed changes/additions/improvements have been completed according to the Project Documents. Please be considerate of neighbors while work in being completed.
- Property owner must conform to local zoning and building regulations, including obtaining necessary permits, adhering to setback requirements and contacting underground utility services before digging.
- Property owner must accept liability for encroachment or damage to any easements, common areas or other property.
- Property owner must continue to maintain property during construction and may not deviate in any manner from approved plan. All construction materials must be confined solely to the homeowner's property.

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

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

**Please return application and required attachments to:**

Rolling Oaks Splendid, LLC  
 C/o Artemis Lifestyles  
 8011 Fins Up Circle, Kissimmee, FL 34747  
 Email: [dmafra@artemislifestyles.com](mailto:dmafra@artemislifestyles.com)