

**ARCHITECTURAL REVIEW COMMITTEE  
APPLICATION FORM  
INSTRUCTION SHEET**

1. All applications must be signed by the property owner. The property owner should use and follow all the rules expressed in the current "ARC Guidelines."
2. The property owner must complete the attached application and, when necessary, include all required documentation as stated in the ARC Guidelines.
3. The property owner should, when necessary, include clear up-to-date drawings, plus an up-to-date survey showing all landscaping, concrete, and all improvements, with accurate dimensions, measurement, and setbacks. All submitted documents must be no larger than 11" x 17".
4. If the application is for additional non-vegetative surfaces or structures, it is required to include accurate and reliable 60/40 calculations with the property survey. **Any gravel areas must be included in the 60/40 calculations and sketched on the survey.**
5. Any incomplete applications or any applications not furnished with required or requested documentation will be disapproved until a properly completed application is submitted.
6. It is highly recommended (but not required) that owners attend the ARC planning meeting on the Monday before the regularly scheduled ARC meeting and/or the noticed regular ARC meeting on Wednesday. This is to allow owners the opportunity to provide additional information that may be needed by the committee in order to facilitate approval of the application.
7. All applications that include any excavation are required to have a utility marked out to prevent damage to any underground utilities. Any damage that occurs is solely the responsibility of the property owner. **To locate Electric, Telephone, Cable, and CSA irrigation control valves, call SUNSHINE LOCATES @ 800-432-4770 OR 811. This is a service is FREE and requires a 48-hour notice.**
8. Construction must be completed within 120 days of the ARC application approval. In the event of a need to extend the construction time, an application for an extension must be made thru the CSA office prior to expiration of the initial 120 days. If no extension request is made, the application will become invalid and a new application will be required.
9. Any construction involving new concrete requires that after all forms are set and prior to pouring, that CSA must inspect and approve the pour as it impacts any CSA utilities. If any CSA utilities must be modified or relocated, all expenses will be billed to the property owner. **The CSA and ARC do NOT inspect the forms for proper location, positioning, adherence to any building codes or setbacks.** Those requirements are the sole responsibility of the property owner.

Applications must be submitted to the CSA office by **12:00 noon** on the Wednesday one week prior to the normal Wednesday ARC meeting as published in The Happenings and noticed on the official CSA bulletin boards and on the CSA web site.

Once approved, any changes to the project or to the application will need to be resubmitted to ARC for consideration before the project can continue.

Failure to submit an ARC application for a new project or for a modification to a previously approved application will likely result in action being taken as outlined in Section 16, of the applicable DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE GREAT OUTDOORS PREMIER R.V./GOLF RESORT which can be found on the CSA web site.

(DETACH THIS PAGE)

# ARC APPLICATION

In accordance with the declaration of covenants of The Great Outdoors

NO CONSTRUCTION OR OTHER WORK SHALL BEGIN WITHOUT PRIOR APPROVAL OF THE ARC

TGO OWNER'S NAME \_\_\_\_\_

ADDRESS OF PROJECT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CONTRACTOR \_\_\_\_\_

DESCRIPTION OF PROPOSED PROJECT (include color sample or survey *when* applicable)

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Attach any additional documentation or description that may be helpful to the committee.

The property owner/applicant is responsible for any changes to the original application. Any modifications to this application will require resubmission and reapproval by the ARC. If ARC approval is granted, it is based on the property owner obtaining all required government permits and insuring compliance with all applicable condominium, cluster association or HOA documents. No construction materials shall be stored on site prior to receiving any required building permits.

***I HAVE READ AND UNDERSTAND THE ARC GUIDELINES IN EFFECT AS OF THE DATE OF THIS APPLICATION AND THE NOTES ON THE APPLICATION AND INSTRUCTION SHEET. I BELIEVE THIS REQUEST MEETS ALL APPLICABLE REQUIREMENTS. I AM AWARE THAT ALL PERMITS AND APPROVALS MUST BE POSTED AND VISIBLE FROM THE STREET DURING CONSTRUCTION AND THAT A CERTIFICATE OF COMPLETION MUST BE RETURNED TO THE ARC/CSA OFFICE WHEN THE PROJECT IS COMPLETED. ALL APPROVED APPLICATIONS EXPIRE WITH ANY CHANGE OF OWNERSHIP OF THE SUBJECT PROPERTY. PERMISSION IS GRANTED FOR ARC PERSONNEL OR ARC'S DESIGNEES TO ACCESS THIS PARCEL AS NEEDED FOR THE PURPOSE OF INSPECTING WORK ASSOCIATED WITH ANY PROJECTS REQUIRING ARC APPROVAL.***

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

(SEE OTHER SIDE)

