

# Highland Lakes Reserve Application for Design Review

Date Submitted: \_\_\_\_\_ Date Received: \_\_\_\_\_

Parcel # \_\_\_\_\_

Preliminary Design Review \_\_\_\_\_  
Final Design Review \_\_\_\_\_  
Pool Design Review \_\_\_\_\_  
Landscape/Irrigation Plan Review \_\_\_\_\_  
Perimeter Fence Plan Review \_\_\_\_\_

\_\_\_\_\_ New Construction \_\_\_\_\_ Improvements \_\_\_\_\_ Change

**One set of preliminary or construction documents, a copy of this form and a copy of Appendix A – Require Construction Documents must be submitted for review.**

**Application must be received by 5:00 p.m. on the Friday prior to the next scheduled ARC meeting.**

**Property Owner:** \_\_\_\_\_ -

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Builder:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

FL License #: \_\_\_\_\_

**Architect/Designer:** \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

\$2,500 Dollar Construction Bond  
\$1,500 Plan and Specification Review  
\$1,000 Debris Deposit (refundable)

## **APPLICATION CHECKLIST**

One set of drawings along with one electronic copy of preliminary documents are required for **Preliminary Review.**

- \_\_\_\_\_ Appendix A – Required Construction Documents
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Floor Plans
- \_\_\_\_\_ Exterior Wall Section
- \_\_\_\_\_ Building Elevations

One set of drawings along with one electronic copy are required for **Final Review.**

- \_\_\_\_\_ Appendix A – Required Construction Documents
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Floor Plans
- \_\_\_\_\_ Foundation Plan
- \_\_\_\_\_ Exterior Wall Section
- \_\_\_\_\_ Building Elevations
- \_\_\_\_\_ Landscape Plan

One set of drawings along with one electronic copy are required for **Pool Review.**

- \_\_\_\_\_ Pool Plan
- \_\_\_\_\_ Enclosure Plan

One set of drawings along with one electronic copy are required for **Perimeter Fence Review.**

- \_\_\_\_\_ Fencing Plan

**AGREEMENT:**

I, \_\_\_\_\_ as property owner and I, \_\_\_\_\_ as contractor of the above described construction project, acknowledge and agree that the improvements will be constructed in accordance with plans and specifications which have been approved by the Architectural Review Committee (ARC).

We further acknowledge and agree that:

- 1) We have read and understand the Covenants and Restrictions applicable to the property, all ARC Guidelines and will follow and obey said Covenants, Restrictions and Guidelines.
- 2) We are responsible for completing the project as described by the drawings and specifications approved by the Board.
- 3) We will maintain a clean construction site at all times and install a commercial dumpster and job toilet in conformance with ARC Guidelines.
- 4) We are responsible for the conduct of all workers and subcontractors performing services on this project at all times while they are engaged by us.

This application and Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by:

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
For Use by Architectural Review Committee

Final Design Approval ( )                      Date: \_\_\_\_\_

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Architectural Review Committee Representative