



# Woodlands at Rivendell ARC Request Form

## Grounds only: Landscaping, Trees, Fences, Generators, Tanks, etc.)

### Application for Architectural Review Committee (ARC) Prior Approval

Please refer to the Rivendell ARC Guidelines available at the Rivendell website [www.rivendellcommunity.com/Documents](http://www.rivendellcommunity.com/Documents) for information relevant to this submission.

**Obtaining prior approval when you plan to make changes eliminates the risk of delays, fines and other enforcement actions by the Rivendell Community Association for making changes without prior approval.**

Name: \_\_\_\_\_ Address of work: \_\_\_\_\_

Email address: \_\_\_\_\_ (by providing my email, I agree that you may communicate with me by electronic transmission using this email address)

Phone: \_\_\_\_\_ Proposed start date: \_\_\_\_\_ Duration: \_\_\_\_\_

If this is an **emergency** please describe the nature of the emergency: \_\_\_\_\_

Describe the proposed work including materials, plant names, specifications, dimensions, etc. Include pictures of your home and any affected areas if it will help explain the project (attach separate sheets and product cut sheets as needed).

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#### Please submit the following (when relevant to the proposal):

**Required:** Site Plan or Survey showing the proposed landscape design or work; names and locations of the specific plants proposed; product cut sheets. If relevant.

**Required (fences & hedges that could affect views, for example):** Acknowledgement from each potentially affected neighbor confirming that you have provided them with a copy of your ARC Request by hand or by certified mail (Use the Neighbor Notification Form downloaded from [www.rivendellcommunity.com/Documents](http://www.rivendellcommunity.com/Documents) )

#### How to make a submission:

1. Properties with a Meadow Sweet Circle address: deliver by email or hand to a board member of the Cottages neighborhood HOA for Cottage HOA prior approval.
2. All others (in order of our preference):
  - a. By Email: [ArcRivendell@gmail.com](mailto:ArcRivendell@gmail.com)
  - b. By Hand: Deposit into the drop box at the Rivendell Pool
  - c. By Mail: Rivendell Community Association ARC, c/o Casey Condominium Management, 4370 S.Tamiami Trail, #102, Sarasota, FL 34231

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Except for December, the ARC meets monthly, usually on the last Tuesday, often by teleconference. You are welcome to participate, but it is not necessary. You can expect a decision at the meeting if we receive your submission with all necessary information by the 15<sup>th</sup> of the month.**

-----For Cottages Neighborhood HOA Board use only: Approved by: \_\_\_\_\_ Date: \_\_\_\_\_