

# Woodlands at Rivendell

## ARC Request Form

Standard Application for Architectural Review Committee (ARC) Consideration

**If any modifications or changes to existing structures and/or landscaping is done without prior approval from the ARC, fines or removal may apply.**

**For painting projects please use the Rivendell Painting Request Form**

**Homeowner Info:** Address where work is to be carried out: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address \_\_\_\_\_

Please describe the proposed work including specifications and dimensions of the work and materials to be used. (If more space is needed, please attach a separate sheet.)

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If this request is an **emergency** contact Lighthouse Property Management for Instructions

Proposed commencement date: \_\_\_\_\_ Duration of Project: \_\_\_\_\_

***The ARC usually meets on the last Tuesday of the month. Please submit this application by the 15th of the month of the meeting.***

Please attach the following to this application and place check mark next to attachments.

\_\_\_\_\_ Site Plan or Survey showing the location of the proposed work. - Required for landscaping projects

\_\_\_\_\_ Site Plan showing names of specific plants and locations for proposed landscaping.

\_\_\_\_\_ A letter signed by your neighbor or a certified letter receipt sent to your neighbor for any proposed work which will have a direct effect on your neighbor. (See [sample Neighbor Approval Letter at www.rivendellcommunity.com/Documents](http://www.rivendellcommunity.com/Documents))

\_\_\_\_\_ (***Desired, not required***) Pictures of the existing home and any area to be affected by the application in the form of .jpeg documents. These files may be submitted electronically directly to the Property Management Office.

Please refer to the current version of the Architectural Review Committee Guidelines [www.rivendellcommunity.com/Documents](http://www.rivendellcommunity.com/Documents) when planning your proposed work.

**Cottages:** Owners must have Board Pre-Approve your request.

**Villas or Patio Homes:** Owners should have your request reviewed by your local Board of Directors.

**All Owners:** Completed forms should be sent to Lighthouse Management for final approval.

**Comments:** \_\_\_\_\_

All work must conform to all Zoning and Building Regulations. Owners are responsible for obtaining necessary permits after ARC approval. Owners are responsible for any damages to common areas or other homes caused by their contractors.

**Submit applications via email, mail or in person to:**

Rivendell Community Association - C/O Lighthouse Property Management - 16 Church Street -Osprey, FL 34229

**PHONE:** 941- 460-5560 ext. 225 **EMAIL:** PATRICIA.GOLDSTEIN@MGMT.TV

Home Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 02/26/2023 Revision