

REQUEST FOR ARCHITECTURAL CHANGES TO HOME:

This is a request form to be completed by the Homeowner and submitted to the Onsite Manager, Lee Ann Johnson, in the Clubhouse office, who will then submit it to the (ARC), Architectural Review Committee, for approval. The request **MUST BE APPROVED BEFORE ANY WORK COMMENCES**. If you have any questions concerning this application, please refer to you Declaration of Covenants & Restrictions, which can be found on the Montpelier website, [www.montpelierclub.com](http://www.montpelierclub.com), or please contact Laura Prevesk at Bono & Associates at 407-233-3560 ext. 111. Submit application to cluboffice@montpelierclub.com

All request must conform to the local zoning and building regulations and you must obtain all necessary permits if your request is approved. This request is valid for 90 days from the date of acceptance.

HOMEOWNER INFORMATION:

Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

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

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

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

Description of Change: \_\_\_\_\_  
\_\_\_\_\_

Location: (attach a copy of plan showing addition)  
Specifications: (attach a copy of plans and describe the following)  
Dimensions: \_\_\_\_\_

Materials: \_\_\_\_\_

Color: (attach sample paint chip w/ color, name & number, paint manufacturer)

**Liability: I take full responsibility and I am personally liable for ANY damage that might occur to Montpelier Village Club, Inc. Association Property during any time during the above project.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Sign or type name)*

FOR BOARD OF DIRECTORS USE ONLY:

Reviewed by: \_\_\_\_\_

Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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

## REQUEST FOR ARCHITECTURAL CHANGES TO HOME:

### INSTRUCTIONS FOR ARCHITECTURAL REVIEW

1. The Architectural Review Committee (ARC) form must be completed and approved before ANY work commences on the property.
2. The entire approval procedure may take between up to two weeks to complete. Therefore, please plan accordingly.
3. This form must be completed in its entirety by the property owner. Failure to include any, and all applicable information may cause delays.
4. When applicable, a copy of the plat for the property indicating the location of the change is also necessary.
5. Once the ARC receives the request, they will review the application and may contact the owner with additional questions.
6. The ARC will then make a decision based on the Declaration of Covenants & Restrictions.
7. Once a decision is made you will be contacted by Lee Ann Johnson, Onsite Manager.