

MEZZANO HOMEOWNERS ASSOCIATION, INC

C/O Don Asher & Associate

1801 Cook Avenue

Orlando, FL 32806

Phone: 407-425-4561

Fax: 407-843-5169 Portal: https://frontsteps.cloud/CaliberWeb2_DonAsher

Disposition -- For BOARD Use Only

Approved

Denied

Denied - More Information Needed

Architectural Review Application | GENERAL

This request form is to be completed by the homeowner and submitted to the Architectural Review Committee through the official HOA website or Don Asher & Associates. The request must be approved by the ARC Committee before any work commences. If approved, no further modifications or other alterations may be made without further approval of the review committee. Please refer to the Declaration of Covenants, Conditions and Restrictions for a detailed description of the requirements, process and length of time for approval. If you are using heavy equipment such as dump truck, bobcat, fork lift, front end loader, etc., it is the responsibility of the homeowner to take every precaution to ensure no damage is done to the roadway, sidewalks, and any other common areas of the Association. Homeowner is solely responsible for restoring such areas to their original state. If approved your application is valid for a period of 90 days.

To be completed by Homeowner:

Property Address: _____

Homeowner Name: _____ Day Phone#: _____

Mailing Address:(if different from property) _____

Email: _____ Homeowner Signature: _____

** Signature must be handwritten or digitally signed*

Please check type of Architectural Review Required | ALL REQUESTS MUST COMPLY WITH HOA GOVERNING LAW

Paint Roof Doors/Windows Fence Solar Landscaping/Hardscaping Other

Project Description:

NOTE: THE FOLLOWING ITEMS NEED TO BE SUBMITTED ALONG WITH THIS FORM (as applicable):

- COPY OF PLOT PLAN/PROPERTY SURVEY SHOWING LOCATION OF MODIFICATION;
- DRAWING AND OR COLOR SAMPLES;
- SITE PLAN, ARCHITECTURAL PLAN, LANDSCAPING PLAN

Please complete the following, as applicable:

Anticipated Start Date: _____ Estimated Completion Date: _____

Contractor: _____ Architect: _____

Phone: _____ Phone: _____

NOTE: Requests and alterations must conform to all local Zoning and Building Regulations. You are required to obtain the required permits if your request is approved. If your request is denied by the ARC, you may appeal to the Board of Directors for review. If all required materials or information is not included with this form at the time of submission, the time period does not apply for approval/disapproval. If work does not commence within 90 days of approval you must resubmit the request for approval or request an extension in writing to the ARC Committee or Board of Directors for approval. Approval by the Association is contingent upon the Owner obtaining and complying with all necessary permit(s).

Conditions applicable to the MEZZANO HOA ARC application:

1. I understand that compliance with the **MEZZANO HOA** and approval by the Architectural Review Committee (ARC) does not necessarily constitute compliance with the building and zoning codes or provisions of my County.
2. Approval of any project by the ARC does not waive the homeowner's responsibility for obtaining the appropriate County permits and inspections as required. Further, obtaining required County permits do not waive the requirements for ARC approval.
3. I understand and agree that no construction or exterior alteration shall commence without written approval from the ARC. If alterations are made prior to receiving approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
4. I understand that members of the ARC or of the Management Company may contact me for more information or clarifications regarding my request.
5. I understand that any approval is contingent upon construction or alterations being completed in a professional-like manner.
6. The ARC Committee or the Board of Directors will provide an ARC decision on all applications for alteration within 30 days of receipt of a properly and fully completed application.
7. The work must be performed strictly in accordance with the plans as approved. If after plans have been approved, the improvements are altered, erected, or maintained upon the Lot other than as approved, same shall be deemed to have been undertaken without ARC approval. If new ARC is not submitted and reviewed, I *may* be required to return the property to its former condition at my own expense.
8. **All supporting documents (i.e. drawings, illustrations, plot plans, plats & surveys) must be submitted with the application in order for the ARC application to be considered "complete".**
Please submit the "**completed**", original application electronically through www.mezzanohoa.com or mail the application to:

Don Asher & Associates
1801 Cook Ave
Orlando, FL 32806

I have read and understand these conditions, _____
**Initials must be handwritten or digitally signed* (Initials)
