

Village Green Property Owners' Association, Inc.
PO Box 120629
Clermont, FL 34712

Architectural Exterior Alteration Application

Name: _____	Lot: _____
Address: _____	Phone: _____
Estimated Start/Completion Dates: _____	Email: _____
Application for: _____	

Please provide a complete, detailed description of the proposed change(s) (see attachment for specific requirements related to your request), including sketches, drawings, a written description, and show location on a copy of the site plan (plat) for the property.

Property Owner's Signature

Date

To be completed by the Architectural Control Committee

Approved: _____ Disapproved: _____ Date: _____

Additional information needed:

Comments or Stipulations:

Signature: _____

Date: _____

If you disagree with the decision, you may contact the Village Green Board of Directors to schedule a meeting for an appeal. A written request to appeal must be made within 10 days of receipt of the initial decision.

Please indicate your understanding of this application by placing your initials next to each point.

1. _____ I understand that compliance with Village Green governing documents and approval by the Architectural Control Committee (ACC) does not necessarily constitute compliance with the provisions or building and zoning codes of Lake County. Nothing herein shall be construed as a waiver or modification of any County restriction. A building permit must be obtained as necessary.
2. _____ I understand and agree that no construction or exterior alteration shall commence until written approval of the ACC has been received by me, and that if alterations are made prior to written 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.
3. _____ I understand that members of the ACC must schedule reviews and meetings with the property owner in order to be permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project. Property owner must be present at time of review by ACC.
4. _____ I understand that any approval is contingent upon construction or alterations being completed in a timely and professional manner.
5. _____ An ACC review is required on all applications within 14 days of receipt by the ACC of a completed application and all requested information as identified on the Architectural Exterior Alteration Application. Decisions will be made within 7 days of the review.
6. _____ I understand that the alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within 180 days of the approval date of this application and has not been completed by the date agreed upon between the ACC and the property owner and identified in the Architectural Exterior Alteration Application.

Please mail or email your application to:

Village Green Property Owners' Association
PO Box 120629
Clermont, FL 34712-0629
Villagegreenpoa@yahoo.com

Should you have any questions or concerns about this application, please contact the Village Green Property Owners' Association Board.

Thank you.
VGPOA Board of Directors

In order to review your ACC Architectural Exterior Alteration Application, please submit the following documents and information, if applicable.

For Tree Removal

- Photo(s) of the tree, including any visual issues.
- Mark the tree's location on your property using a plat or site map.
- Reason for the tree removal.
- Plan for stump removal.
- Replacement plan.

For Exterior House Painting

- Paint color samples.
- Indicate where each color should go (body, trim, fascia, front door, garage, and shutters).

For New Roof

- Photo(s) of the proposed new roof.
- Material and brand of the proposed new roof.
- Will there be any modifications made to the existing roof.

Window/Door Replacement

- Product specifications (window/door name, color, style, or type).
- Photo of existing window/door(s).
- Photo of new window/door(s).
- Diagram or drawing showing the window/door(s) to be replaced.

Swimming Pool

- Survey of the property, including current setbacks with and without the pool.
- Detailed drawing showing the pool's planned location on the property.
- Landscape plan following pool installation.
- Covering plan for screening the pool pump and equipment.

New Landscaping

- Photos of the new landscaping.
- Location of the new landscaping on your property using a plat or site map.