

## SUNDANCE HOMEOWNERS ASSOCIATION ARCHITECTURAL PROJECT APPLICATION

Liaison:

Permit #:

\*Required fields. Incomplete forms will be returned which may cause approval delays.

\*OWNER(S) \_\_\_\_\_

\*SUNDANCE ADDRESS \_\_\_\_\_

(Please let us know if you have a separate mailing address)

\*EMAIL \_\_\_\_\_ AND/OR PHONE NUMBER \_\_\_\_\_

**\*Application For (check all that apply):**

<input type="checkbox"/>	New Construction- Residence/Guest	<input type="checkbox"/>	Carport/Boat Cover	<input type="checkbox"/>	Exterior Paint
<input type="checkbox"/>	Reroof w/color or material change	<input type="checkbox"/>	Driveway/Concrete Pad	<input type="checkbox"/>	Pool/Spa
<input type="checkbox"/>	Utility Bldg/Detached Garage	<input type="checkbox"/>	Screen Enclosure	<input type="checkbox"/>	Fencing
<input type="checkbox"/>	Satellite Dish/Solar Panels	<input type="checkbox"/>	Grading/Clearing Lot	<input type="checkbox"/>	Patio/Deck
<input type="checkbox"/>	Other (specify):				

\*Describe the scope of the project (include materials to be used, who will install, etc.) using as much detail as possible. A separate page may be attached. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this request in response to a violation letter? Yes  No

**Checklist of requirements for application to be considered:**

- This completed Application (including a signature on page 2 below the Owner Acknowledgement)
- A description (above) of the scope, including size, colors, materials, and other pertinent information
- A picture or drawing of the intended project (sketches, catalog, brochure, website, or other representative data). New Construction residence requires a copy of all plans and specs.
- A site plan showing the location of any existing building(s) on the lot along with any proposed improvement/structures including the dimension(s), and clearly indicating the distance of the proposed structure from each lot line
- Color or paint samples (paint chip or manufacturer name and color name). For New Construction residence colors may be chosen at a later date, *but colors must be approved.*
- \$30 fee, if required (see below)

Project Type	Application Needed?	Fee Required?
New construction – primary residence, additions or outbuildings, swimming pools, spas, screen enclosures, carports, driveways and pads, decks	<b>Yes, with plans and/or specs</b>	<b>Yes</b>
Fences (new or replacement), Gates, Solar Panels, Satellite Dishes	<b>Yes, with plans and/or specs</b>	NO
Roofing – initial roofs; <u>reroofs only IF</u> changing material or color	<b>Yes</b>	NO
Color changes/Painting – new color(s), any structure (excluding doors), including roof color changes	<b>Yes, with samples/names</b>	NO
Major Landscaping Changes (resodding, land clearing, multiple large tree removal or additions, multiple dirt loads, etc.)	<b>Yes</b>	NO
Decorative house additions, without plans required – ie. Shutters, iron wall hangings, installing/changing light fixtures, bird baths, etc.	NO	NO
Maintenance – repainting using same color(s), roof repairs or reroofs using same material AND color, replacing dead or damaged landscaping, minor landscaping changes, etc.	NO	NO

**By submitting this Application, I/We ("Owner") agree to the following terms and conditions as described below:**

1. Owner will not commence any work or modification until written approval of the Architectural Review Committee ("ARC") has been issued. If work begins prior to being authorized, Owner acknowledges risk of financial loss, disapproval of Project by ARC, and requirement to return the lot to the prior condition at Owner's expense. Any legal fees incurred by the Association related to the Project will be billed to the Owner.
2. Owner ensures proposed Project meets or complies with the Sundance Declarations of Restrictions and/or Architectural Guidelines, as may be amended from time to time.
3. All installations, alterations, and modifications shall be of professional design, quality, and materials.
4. Owner will advise ARC/CAM of any changes to the application and wait for approval of such changes. Failure to do so may render an approved application null and void.
5. The Board of Directors and ARC reserve the right to request additional information and/or modifications to original plans.
6. Any approval granted herein is subject to and conditioned upon obtaining the necessary local governmental permits/approvals, as may be required, prior to the commencement of any work. It is the Owner's responsibility to provide such information to the Association upon request.
7. Access to Project area(s) is to be made exclusively through the Project Owner's lot only unless agreed to in writing by owners of neighboring lots that might be utilized for entrance.
8. The Owner shall be responsible for any damage incurred to common area property or neighboring properties, and any personal injury as a result of the Project or portion thereof, as well as any additional maintenance cost that may be incurred as a result of the Project or portion thereof. The Association has the irrevocable right to subrogate damages, expenses, and the cost of defense to the Owner(s). The Project will not detrimentally affect the proper drainage of any common area or surrounding lots. Owner is responsible at their expense to correct any drainage issues to such areas that may occur as a result of Project or portion thereof.
9. During construction of any approved modification or installation, all portions of the property shall be kept clean, neat, and in an orderly condition at all times. Debris, trash, or refuse resulting from the Project shall be promptly removed.
10. Owner acknowledges the Association and ARC assume no liability resulting from the approval or disapproval of any plans or specs submitted, assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements.
11. Owner acknowledges it is the duty of Owner(s) and the contractor(s) employed by the Owner to determine the Project is structurally, mechanically, and otherwise safe, and that it is designed and constructed in compliance with applicable building and fire codes, other laws or regulations and sound practices.
12. Owner(s) agree to allow Association personnel or their designees on the lot during reasonable hours for the purpose of pre-, in-progress, and completion inspections of the Project to determine adherence to Association restrictions, rules, and regulations.
13. Projects that start more than 3 months after approval may require a new application which shall be subject to changes, if any, in rules and regulations at the later date.

**\*ESTIMATED START DATE:** \_\_\_\_\_ **ESTIMATED COMPLETION DATE:** \_\_\_\_\_

**\*Contractor Name:** \_\_\_\_\_ **\*Contact Ph or Email:** \_\_\_\_\_

(Leave blank if Owner)

**\*Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WE STRIVE FOR A RESPONSE WITHIN 10 DAYS, HOWEVER PLEASE ALLOW UP TO 30 DAYS FOR A FINAL DECISION. RESPONSES WILL BE ISSUED VIA EMAIL (if provided) AND USPS MAIL.**

**Return Application, Fee, and Supporting Materials to:**

**Lockbox Drop-off:** 1707 Shenandoah Rd. **E-mail:** SundanceHoaInfo@gmail.com  
**Postal Mail:** PO Box 5474, Sun City Center, FL 33571

**ASSOCIATION USE ONLY:** Date Rec'd: \_\_\_\_\_ ASC Date: \_\_\_\_\_ ARC Date: \_\_\_\_\_

- APPROVED  
 APPROVED W/ STIPULATIONS  
 DENIED  
 RESUBMITTAL REQUIRED
- Comments/Stipulations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date Resub Rec'd: \_\_\_\_\_ Circle: Approved Denied

**ARC/CAM Signature:** \_\_\_\_\_ **Date Owner Notified:** \_\_\_\_\_

Pre-Inspection: \_\_\_\_\_ In-Progress: \_\_\_\_\_ Completion: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_

**Attach all notes, comments, pictures from any inspection, including name of inspection.**