

**THE SANCTUARY COMMUNITY ASSOCIATION, INC.**  
**ARCHITECTURAL REVIEW APPLICATION**

**BASIC**

(For fencing, or exterior painting, see applicable forms)

Approval is required from the ARCHITECTURAL REVIEW COMMITTEE (ARC) PRIOR TO COMMENCEMENT OF ANY WORK. If all required information is not included with this form at the time of submission, the application will be disapproved. The ARC meets on the 2<sup>nd</sup> Thursday of the month, at 7PM, at the Amenity Center. Applications must be received on or before the Monday before the meeting. Applications after that point will be considered at the following meeting – please plan your project accordingly.

Mail completed application to: The Sanctuary Architectural Review Committee  
c/o Nexus Community Management  
1809 E. Broadway St., Suite 408  
Oviedo, FL 32766

OR, drop off the completed form and support package to the Clubhouse Office

OR, scan the package and email to [sanctuaryclubhouse@cfl.rr.com](mailto:sanctuaryclubhouse@cfl.rr.com) – you will still need to drop off any required samples, or attend the meeting with samples

Property Owner's Name: \_\_\_\_\_ Lot # \_\_\_\_\_ Please check if you live on \_\_\_\_\_ Conservation \_\_\_\_\_ Pond

Owners' Mailing Address: (If different from Property Address) \_\_\_\_\_ Resident's Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: Day \_\_\_\_\_ Night \_\_\_\_\_

Owner's Signature: \_\_\_\_\_  
By signing this application, I/we consent to being contacted by the Association regarding this project, and I/we have read the Community Development Standards and understand the requirements for our project. Additionally, I/we understand the modification cannot begin before receiving approval from the ARC. Furthermore, I/We assume all liability for any damage incurred as a result of this modification as well as any additional maintenance costs that may be incurred. I/We also agree to obtain any permits that may be required by any and all governmental agencies for this modification.

Please complete the following, if applicable.

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Purpose of Application: Check appropriate items.**

- \_\_\_\_\_ **Pool** (detail color of any screen enclosure and detail how pool equipment will be screened from view)
- \_\_\_\_\_ **Roofing** (include Brand and COLOR of proposed shingle (Must be "dark, charcoal gray") and drip edge (white, black, or current trim) – survey not required)
- \_\_\_\_\_ **Landscaping Plan** (include plot plan or dimensioned drawing, with location and type of all plants, beds, borders and any other materials included)
- \_\_\_\_\_ **Construction project** such as screen room or room addition. Colors and materials must be detailed. Include full schematics and relevant drawings.
- \_\_\_\_\_ **Other** \_\_\_\_\_

**PROJECT DETAILS:** (Please provide enough detail for the ARC to understand and assess your proposed project – add an additional page if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(For FENCES, please use the separate fence application form, which includes a sample schematic for the allowable positioning for various lots.)

NOTES: The following items MUST be submitted along with this form: 1) PLOT PLAN/PROPERTY SURVEY SHOWING LOCATION OF MODIFICATION; 2) DRAWING AND COLOR SAMPLES, if applicable. 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.

Please **notify your immediate neighbors** of your plans and note that information below. You do NOT have to obtain their *approval*—this notice is ONLY intended as a courtesy to your neighbors, who have the right to submit their opinions regarding your proposed project to the ARC, either through phone, email or mail to Nexus (contact information is at beginning of this form) or by attending an ARC meeting in person (see meeting schedule on newsletter calendar or on the neighborhood bulletin board).

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Date: \_\_\_\_\_

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**THIS SECTION TO BE COMPLETED BY THE ARCHITECTURAL REVIEW COMMITTEE**

Architectural Review Board Determination: APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ STIPULATIONS//CONDITIONS \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE: Application approvals are valid for ONE YEAR from the approval date. If work on an approved project has not commenced by that time, a NEW APPLICATION must be submitted!