

**SOUTH RIVER SHORES ASSOCIATION, INC**

2658 SW River Shore Drive  
Port St Lucie, FL 34984

**ARCHITECTURAL CHANGE APPLICATION**

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Name of Homeowner/Applicant

Date

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Property Address

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Homeowner Address (if different)

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Telephone Number – Daytime

Telephone Number – Evening

Email Address

**DESCRIPTION OF ADDITION, CHANGE, MODIFICATION, ETC**

**Submit one (1) copy of this form for all proposed additions, changes, modifications, etc., accompanied where appropriate by:**

- ☐ Floor plans
- ☐ Exterior elevations (all views)
- ☐ Site plan/property survey (showing applicable setbacks, dimensions from property lines to proposed structures, etc)

**In addition, submissions must include:**

- ☐ Contractor's license
- ☐ Contractor's Certificate of Insurance listing the Association as the Certificate Holder
- ☐ Photos
- ☐ Proposed colors, patterns, materials
- ☐ Any additional information necessary for the Architectural Review Committee (ARC) to make an informed decision.
- ☐ Deposit check in the amount of \$2,000 made out to South River Shores Association must be received before construction can begin. These funds are to be held in escrow and will be refunded when work is completed in compliance with the items listed below:
  1. Any damage as a result of construction to adjacent properties, common areas, swales, drainage facilities, roads, rights of way and sprinkler heads or other irrigation systems whither in the common areas or private residences are to be repaired as necessary.
  2. All construction has been completed and site cleared of all construction debris.
  3. Road cleaned of all construction debris and dirt as required.
  4. All contractor signs have been removed.

***If all required information is not received along with this completed application form, the ARC will reject the application until the application is submitted with all required information.***

**Describe proposed additions, changes modifications, etc. List all contractors and their phone numbers (Attach an additional sheet if needed.)**

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**General Acknowledgements – Applicants must read and INITIAL all criteria listed below.**

\_\_\_\_\_ 1. Damage to Property. Homeowners are ultimately responsible for any damage to common areas and/or other residential properties during the course of work whether caused by homeowner, contracted vendors, subcontractors, etc. The Board requires that homeowners obtain their contractor's business license and a Certificate of Insurance prior to work commencing.

\_\_\_\_\_ 2. Permits. The project must follow all local building codes and setback requirements and a building permit may be required. If required, permits must be obtained and prominently displayed prior to work commencing.

\_\_\_\_\_ 3. Deviations. Homeowners may not deviate from approved plans. If deviation is desired, homeowners must resubmit a complete application form with the required documentation for the proposed deviation and shall not commence work until it is approved.

**APPLICATION REVIEW PROCESS**

- Submission of the application does not guarantee approval and approval must be received, in writing, prior to making the alterations sought in this application. Approval is based on adherence to requirements and the aesthetics of the proposed change, but does not certify the construction worthiness or structural integrity of the proposed change.

**APPLICANT ACKNOWLEDGEMENT**

My signature below acknowledges that I have read this application, understand the requirements, and will comply with applicable criteria.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*\*FOR ARCHITECTURAL REVIEW COMMITTEE USE ONLY\*\*\*\*\***

APPLICATION STATUS:

☐ APPROVED      ☐ APPROVED WITH CONDITION(S)      ☐ REJECTED

Comment(s)/Additional Condition(s):

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

Reason(s) for Rejection:

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

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval is good for six months. If project not started, ARC reapplication is needed.

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Appendix:

Changes needing ARC approval:

1. Tree placement
2. Change of roof color or material
3. Change of home color
4. Fencing
5. Landscaping replacement
6. If major internal construction is being completed (not needing ARC approval) a deposit check in the amount of \$2,000 made out to South River Shores Association must be received before construction can begin. These funds are to be held in escrow and will be refunded when work is completed in compliance with the items listed below:
7. Any damage as a result of construction to adjacent properties, common areas, swales, drainage facilities, roads, rights of way and sprinkler heads or other irrigation systems whether in the common areas or private residences are to be repaired as necessary.
8. All construction has been completed and site cleared of all construction debris.
9. Road cleaned of all construction debris and dirt as required.
10. All contractor signs have been removed.