

VICTORIA PARK ARCHITECTURAL REVIEW

APPLICATION PROCESS CHECK LIST

APPLICATION:

Application must accompany each request. Fill out the basic information on front, name, address, phone, lot#, etc.

SURVEY:

A copy of property survey must be included. On it draw or highlight area where modification or improvement will be made.

WRITTEN DESCRIPTION:

On the application there is an area to provide a brief description of your project. If more space is required, attach an additional sheet (please include dimensions and exact location).

BROCHURES, PICTURES, COLOR SAMPLES AND PAMPHLETS:

Please provide them with application.

CONTRACTOR:

Although not required on application, please include contractors name and contact information. Review committee will not contact the contractor. This information will be kept with your application's records only.

PERMITS:

Some improvements or a modification requires a building permit. Check with your contractor. If they are not sure, contact the Building Dept., City of DeLand (386) 626-7008 or 7007.

GENERAL INFORMATION:

Please indicate start and finish dates if possible, sign and date. The Architectural Review Committee meets monthly on the third Monday, 6:00 p.m. at the Homeowners Association office's conference room. Applications must be submitted no later than Tuesday prior to the meeting by 5:00 p.m. Late applications will be reviewed at the following months meeting.

The completed applications are to be dropped off at the Victoria Park Homeowners Association office at 1475 E. Taylor Rd., (386) 738-2112

CHECK LIST

- Completed application
- Survey
- Written description
- Brochure, pamphlets, photos, color samples, etc.
- Submission of application

VICTORIA PARK HOMEOWNERS ASSOCIATION INC.

1475 E TAYLOR ROAD – UNIT A DELAND FL 32724

PHONE: (386)738-2112 FAX: (386) 736-3360

APPLICATION FOR ARCHITECTURAL APPROVAL

Submittal Date: _____

Owner's Name: _____

Unit Address: _____ Lot#: _____

Home Phone: _____ Email: _____

Description: Describe the improvement, modification, or change below. Attach as needed brochures, pamphlets, pictures, drawings, etc. showing samples of colors, materials, textures and styles of all improvements.

Attach a **house survey** marked to show the location of the proposed improvement.

EXPECTED START DATE: _____

EXPECTED COMPLETION DATE: _____

OBLIGATIONS: I, the owner of the property, agree to take full responsibility for, and to bear the full cost of, immediate repairs or replacement of any and all items on the property owned by the Association and adjacent properties that may be damaged and/or destroyed, directly or indirectly, by the work done pursuant to this request, whether such damage is caused directly by the owner, or indirectly by a contractor, agent or employee of the owner.

OWNER: _____ **DATE:** _____

You are more than welcome to attend the meeting every month on the **3rd Monday at 6 pm in the Association Office** and participate detailing your application. Applications received after the Tuesday prior to the Architectural Review Committee meeting will be submitted the following month for review. Projects not started within 90 days of the approval date will need to be re-submitted.

Permits, if needed, please contact the City of DeLand's Building Department at (386) 626-7008 (7007).