**Architectural Construction Request Application**

**to the**

**Westminster Wood Architecture Review Board**

**Deland, FL 32724**

Applicant: The purpose of this form is to convey for approval external construction changes to your home or property within the Westminster Wood Subdivision to the Westminster Wood Architecture Review Board (WW ARB). The ARB will review requests for their compliance with WW HOA, Inc. Covenants and Restrictions. Prior to construction or changes to the property, the owner and/or contractor should review the Restrictive Covenants and Guidelines of the ARB. Failure to comply with the terms of these documents at any time during the construction period could result in suspension of further activity. Noncompliance could result in an appropriate assessment to the Owner.

Site Requirements:

1. Construction sites must be kept free of trash.
2. Dumpsters are required and must be emptied when full.
3. Owner is responsible for the cost of repairing any damage to Westminster Wood Homeowner Association property that occurs as a result of construction and/or alterations approved herein.
4. If at any time legal action is required to bring about compliance, The WW HOA is entitled to recover all legal fees and court costs from the contractor and/or Owner.

Submission Requirements:

1. Two (2) complete set of plans: Exterior Elevations, Floor Plan, Lot Clearing Plan, and Site plan based on survey showing home, setbacks, driveway and walkways. If applicable, plans for pool, pool enclosure, porch, patio, deck, fence or permanent storage facility should be included. Landscaping changes associated with the construction should be conveyed via the Landscaping Request Application.
2. All documents submitted must show detail that is necessary to comply with the City of Deland and Volusia County building codes. Description of materials, colors and if necessary, samples, will be submitted upon request of the ARB if necessary to assess the quality and acceptance of the materials to meet acceptable design approval.
3. Proof of insurance for liability, damage and Worker’s Compensation must be provided.

**Failure to meet any of the above requirements will result in ARB disapproval of the application. Site clearing and construction is not permitted without ARB approval.**

**Architectural Construction Request Application**

Date Submitted:

Homeowner:

Lot #: Street Address: Telephone (Hm):

Mobile:

Email:

Contractor/Company:

Address:

City/State/Zip:

Project Lead:

Telephone:

Email:

Description of Construction Work:

Check one: Home addition/alteration: Garage: Storage Facility: Pool: Other:

New or replacement Roof:

Square Footage Heated: (if applicable)

Square Footage non-heated: (if applicable)

Exterior material details (provide material submittals, shop drawings, and/or link)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Material:** | **Brick** | **Stone** | **Stucco** | **Wood** | **Other** | **Color** | **Link** |
| Siding |  |  |  |  |  |  |  |
| Trim/Eaves |  |  |  |  |  |  |  |
| Front Door |  |  |  |  |  |  |  |
| Windows |  |  |  |  |  |  |  |
| Garage Door |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |
| **Material:** | **Asphalt Shingles** | **Fiberglass Shingles** | **Wood Shake** | **Tile** | **Other** | **Color** | **Link** |
| Roofing |  |  |  |  |  |  |  |
| **Material:** | **Wood** | **Metal** | **PVC** | **Pre-Fab** | **Other** | **Color** | **Link** |
| Fencing |  |  |  |  |  |  |  |

**Architectural Review Board Approval**

|  |  |  |
| --- | --- | --- |
| **Printed Name** | **Signature** | **Date** |
|  |  |  |
| **Owner** | | |
|  |  |  |
| **Contractor** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Printed Name** | **Signature** | **Date** | **Approval Yes/No** |
|  |  |  |  |
| **ARB Chairman** | | | |
|  |  |  |  |
| **ARB Member** | | | |
|  |  |  |  |
| **ARB Member** | | | |
|  |  |  |  |
| **HOA Board Reviewer** | | | |

**ARB Comments**

ARB Submission Number (Year- number)

Attachments: (i.e.: Garage Site Plan, Elevation views, Materials Description, Permit)