

# Country Creek Homeowners Association

Architectural Review Application

ARC use only

Receipt Date: \_\_\_\_\_

File#: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ E:Mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

**NOTE: Submit one application per improvement. Email completed form to:**

**[info@GulfCoastCM.com](mailto:info@GulfCoastCM.com) or mail to:**

**Country Creek Homeowners Association c/o of**  
Gulf Coast Community Management  
2201 Cantu Court, Suite 106  
Sarasota, FL 34232

**If you have questions or need assistance, please send a "Contact Us" with a request for a member of the Architectural Review Committee (ARC) to contact you.**

1. Type of improvement: \_\_\_\_\_
2. Mark location of proposed change on site plan (plat) of your lot and attach to the application.
3. Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_
4. Attach sketch or drawing plans for all additions.
5. Provide below details of proposed change including dimensions, elevations, type of material, color, and distance to property lines. Attach samples of color/materials, drawings/sketches; floor/site plans or manufacturer's brochures if applicable (attach additional sheets as necessary).
6. Sign and date application.

## Recitals:

- 1 Approval of this application does not relieve the owner of the obligation to comply with the building and zoning codes of the County to which the property is subject, and to secure any required permits. Architectural Review Committee (ARC) approval in no way indicates a project meets county building codes.
- 2 I understand that any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed and that if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part.
- 3 I agree that members of the ARC and Board of Directors have express right to enter upon my property to inspect the property improvement, and that such entry shall not constitute a trespass.
- 4 I understand that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
5. The ARC decision will be made within 30 days of receipt of a completed application with all supporting documentation and then presented to the BOD. The homeowner understands and agrees that no work shall be commenced until written approval from the CCHOA has been received and provisions of the covenants and bylaws are satisfied. The owner also understands changes implemented without an approved application or not in accordance with an approved application are in violation of the guidelines, and the Board may require such changes to be removed or altered to conform to the guidelines at the owner's expense.

**Owner's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Country Creek AR Committee and BOD Use Only**

ARC Comments: \_\_\_\_\_

ARC 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (Sign and Date)

ARC 2 Signature: ----- Date: \_\_\_\_\_ (Sign and Date)

Communicated to Homeowner:

|

| Yes No By Who: \_\_\_\_\_ Date: \_\_\_\_\_

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Presented to BOD:

Yes No By Who: \_\_\_\_\_ Date: \_\_\_\_\_

BOD Comments: \_\_\_\_\_

BOD Approval:

Yes  No Date: \_\_\_\_\_

BOD Member Signature: \_\_\_\_\_

BOD Member (Print Name): \_\_\_\_\_

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Inspection after completion.  
Was the modification completed according to the application specifications?

Yes  No Inspection completed by: \_\_\_\_\_ (sign) and  
\_\_\_\_\_ (sign) Date: \_\_\_\_\_