

Instructions for completing the ARC Modification Request Form

Lake St. Charles ARC Requests and Documentation shall be submitted by email: HELP@LSCHOA.COM

1. Please PRINT/TYPE legibly.
2. Provide complete homeowner's **Name, Email, Phone number, and address of the home** for which the modifications are being requested. Please make note **if the owner's mailing address is different from the home address where the modifications are being requested.**
3. ARC requests must be accompanied by the following (documents/information) attached to your application.

Exterior Paint requires checking **LSC PAINT BOOK** that can be found online WWW.LSCHOA.COM or at the **Club House**. **YOU MUST Note the Color Scheme for EVERY Paint Color Code.**

FOR NON-PAINT ARC Applications Please Provide ANY of the following that is applicable to Your ARC Application:

- ❖ A.) **Attach:** Contractor Quote, Specifications, Photographs, or brochure
- ❖ B.) Plot plan (survey of lot) – Please show the improvement (i.e. deck, fence, landscaping, parking pad, garden, addition, etc.) and its relationship/distance to property lines, easements, open space, drainage ditches, neighboring homes, etc.
- ❖ C.) Elevation – or “head on” view, as would be seen in a photograph. The elevation drawing should show height, width, distance above finished grade and details of the proposed request. Be specific in order to expedite the architectural review process.

5. It is recommended that homeowners check with the County Building Inspections Department to obtain necessary permits & building code information.

6. **Submit the all documents via email:**

HELP@LSCHOA.COM

For Further help or assistance please Call or Text: 813-593-4463

**APPLICATION FOR PROPERTY IMPROVEMENT
FENCE, LANDSCAPING, POOL ADDITIONS, ALL OTHERS**



Owner Name(s)			
Address		Phone No.	
Email Address			

**Please indicate the type of work being done, i.e.
Landscaping, Fencing, Pool, Additions, Flag Pole, Solar Panels, Etc.**

Description/Type		Contractor Name	
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SCOPE OF WORK

Please describe in detail the work being done. Include any relevant measurements or sizes. Use the grid on the back of this form to draw a diagram if needed. (If details are included in a proposal or quote, just write "See Contractor Proposal")

MATERIALS USED

Please indicate below the type of materials being used including (if applicable), make, model, and manufacturer.

DOCUMENTATION

*Please include with this request copies of any relevant documentation
(Survey or Plat, Contractor proposal, Manufacturer's literature/specs, etc.).*

Owner Signature		Date	
	Estimated Work Completion Date		

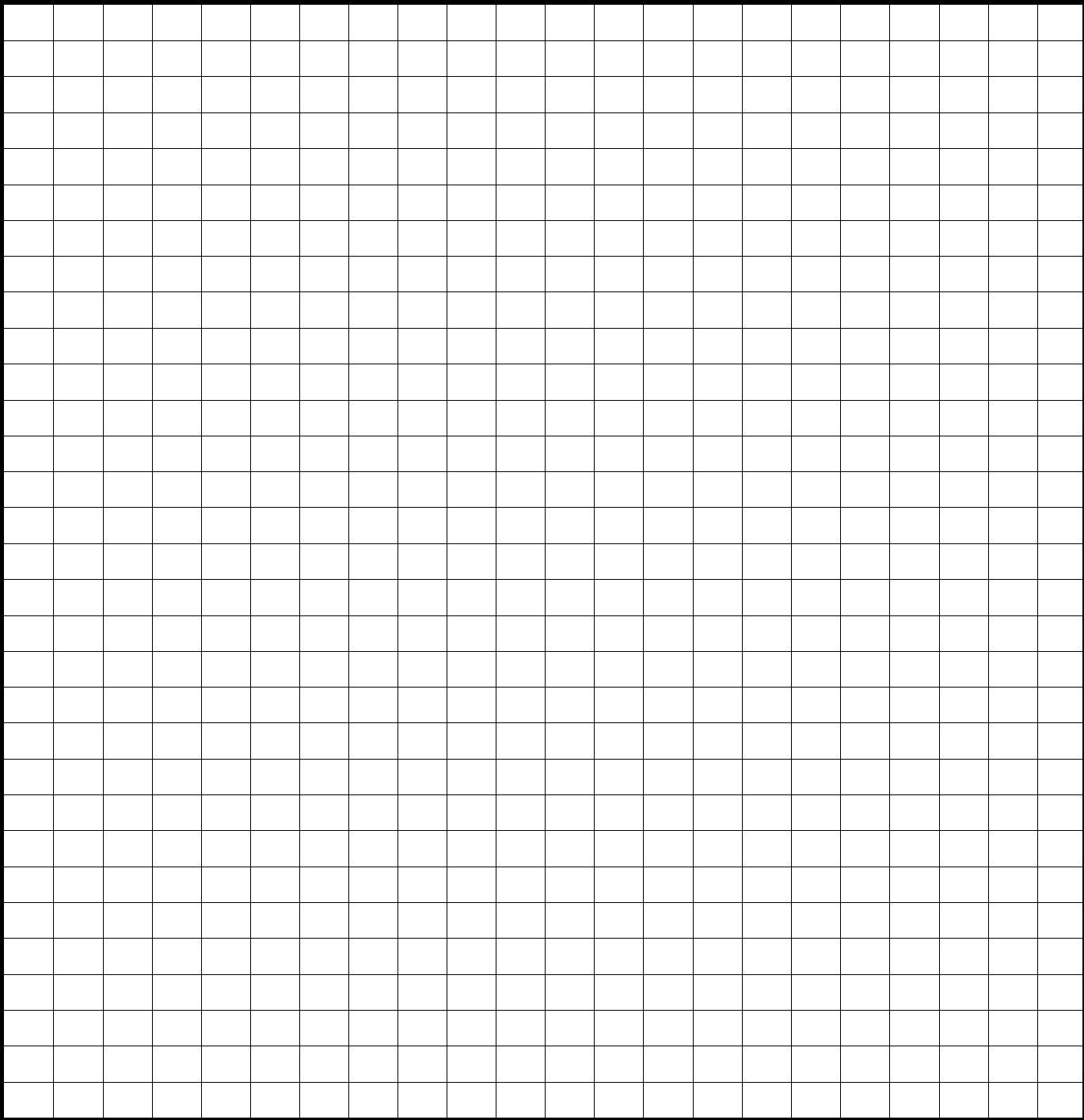
FOR BOARD USE ONLY ~ ACTION OF ARCHITECTURAL COMMITTEE

Recommend Approval _____ Recommend Disapproval _____ Need More Information _____

_____ Date _____
Architectural Committee Chairperson

COMPLIANCE CONFIRMED AND CLEARED	<u>(YES or NO)</u>	<u>COMMITTEE ACTION OFFICER</u>	<u>DATE</u>

The below grid may used to draw a diagram of the work/change being done. Please include measurements where applicable.



LEGEND

A large empty rectangular box provided for defining the legend for the diagram drawn on the grid above.