



Minor Exterior Project ARC Application

For all minor exterior projects, however small, you will need the approval of the Waterbridge ARC prior to commencement. Before starting any minor exterior project on your property, you will need to email the ARC at ARC@WaterbridgeHOA.com with a brief description the project. Minor exterior projects include any project that affect the exterior of your property. Here is a short list of examples of minor exterior projects:

- Awnings and solar shades
- Balconies, decks, deck roof additions, railing on porches
- Basketball backboards and goals
- Birdbaths, birdfeeders, lawn ornaments
- Disability access
- Dog houses
- Door additions and security enhancements
- Driveway, walkways, patio addition or modifications, expansion, tint, or imprint.
- Fence additions, garden walls, retaining walls
- Hot tubs/saunas
- Landscape, drainage changes, ponds, water features, raised flower or vegetable gardens, irrigation
- Lights and lighting modifications (none directed toward neighboring lots will be permitted)
- Permanent recreational equipment, sport courts, trampolines, playground equipment & playhouses
- Satellite dishes
- Siding replacement, exterior painting, roof replacement, skylight addition
- Shutters, storm, and hurricane shutters
- Solar energy devices
- Window replacement or tinting

Based on the project description, ARC will inform you whether:

- (a) you have approval to proceed with your project without any further approval from the ARC, or
- (b) you will need to submit the enclosed minor exterior ARC application for your project.

If your project requires the enclosed minor exterior project application for ARC review, you will receive the necessary instructions from the ARC. There are no fees for the minor exterior project. At the completion of the project, after a satisfactory inspection of the completed project by ARC, you will receive notification that your project has been completed and meets the ARC approved application.



Minor Exterior Project ARC Application Form

Homeowner's Name: _____ Lot: _____

Homeowner's Address: _____

Email: _____ Phone: _____

I request ARC approval for the following minor exterior project: (Describe the proposed project for your property in detail and attach additional documents as necessary.)

Estimated Start Date: ____/____/20____ Estimated Completion Date: ____/____/20____

No application fee is required.

Please drop-off this completed application form with all supporting documentation in the Builder/Waterbridge ARC Drop Box at the Waterbridge Amenities Center.

Email: ARC@WaterbridgeHOA.com

*****ARC Application Checklist on Following Page Must Be Completed*****

ARC Application Checklist

For the Architectural Review Committee to review your minor exterior project application, the Committee will need sufficient information to clearly understand your project. Therefore, the more detailed information you provide, the easier it will be during the review process. The primary reason for delayed review is insufficient project information. Please review the checklist below and ensure you have included all the necessary information with your ARC application. Applications that lack necessary information will not be included for evaluation by the Committee at the next available ARC meeting. The Committee reserves the right to request any additional information it determines to be necessary for your project.

Please view the checklist below and put a checkmark in each box detailing what was included in the application:

- A site plan or survey may be required for your project. These plans are often provided when you purchase your home. The plans are required for projects including but not limited to fencing, decks, patios/walkways, patio covers, pergolas, retaining walls, landscaping, hot tubs, play structures, etc.
- Clear photos of the project area. If the application is for painting, you will need to provide photos of the front and back of your home, photos of the homes to either side of you, and photos of the homes directly across the street.
- Sketches, catalogue, or pamphlet illustrations, etc. showing the nature, kind, shape of the improvement.
- Color samples of paint. Paint samples should be a minimum of 1 ft of Hardie board for each color. The ARC may request larger samples at their discretion.
- Project material with data sheets and where the material will be used. Ensure you clearly describe the various project materials being used such as wood, metal, Trex, etc.
- Project dimensions. Ensure you include all dimensions for your project including height, width, and length. For decks, please list the height from the ground.
- Any other items or information that would be beneficial for the Architectural Review Committee to know.

Heavy Equipment Special Conditions: If your project will require the use of heavy equipment, including, but not limited to, cement truck, cement pump truck, dump truck, excavator, tree removal equipment, tree chippers, etc., you will need to adhere to the same rules that apply to new home builders:

- Permitted hours are Monday through Friday, 7 am to 6 pm. Saturdays 8 am to 5 pm. This includes material delivery by third parties. Working outside these hours will result in a fine of \$100.00 per hour or part thereof.
- No work on Sundays or Holidays as follows: New Year's Day; Martin Luther King Day; President's Day; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day; day after Thanksgiving, Christmas Eve; Christmas Day; day after Christmas (Boxing Day). Working during those days will result in a fine of \$500.00 per day.

I understand that I must receive written approval from the Waterbridge Architectural Review Committee prior to proceeding with any project requiring approval. I understand that the ARC approval does not constitute approval by the local building department, and that it is my responsibility to obtain a building permit if my project requires a building permit. I understand that my project must be completed in accordance with the application and accompanying documents outlined in my submittal, as well as any requirements or conditions identified in the ARC approval. Failure to comply with these specifications, directions and conditions will automatically revoke any approval. I understand that, if my project will require the use of heavy equipment, I will need to adhere to the Heavy Equipment Special Conditions.

Homeowner's Signature: _____

Date: ____/____/20____