

**The Forest Club HOA
Lake Mary, FL**

Architectural Review Committee Information and Forms

ARC Section 7: Projects Requiring Approval

ARC Section 8: Projects NOT Requiring Approval

Form A: Required for all projects that need approval

Please follow the instructions on this form.

Form B: Paint Projects only. Needs 1 page with 1 set of paint samples.

City of Lake Mary Building Permit Application: Attached are the forms that Lake Mary requires for obtaining permits.

If you have any questions, please contact the following:

Sue Chapman, (407) 322-5214; or Flo Carrigan, (407) 924-5615

The ARC meets on the 1st and 3rd Thursday of each month unless otherwise posted.

All requests are due by Tuesday at 12:00 P.M. the week of the ARC meeting. **Applications can be turned into the office or submitted by email to theforestclublakemary@gmail.com.**

The Forest Club, Inc.
Architectural Review Request
Request Form A



Name			Date Submitted	
Address			Phone	
Type of Project				
Who is doing the work?	Resident	Contractor	City Permit #	

Please attach a detailed description of the work to be done, including a sketch with dimensions if applicable. Upon completion of this form, return copy to the Office for review by the A.R.C.

Note: A building permit from the City of Lake Mary will be required if the request is for the purpose of alteration, major repair, or enlargement of your home. This includes such projects as enclosing a porch, adding a carport, or erecting a fence. In conjunction with obtaining A.R.C. project approval, contact Lake Mary City Building Department at (407) 585-1361 to determine if city permit is required. For permit questions email permitinfo@lakemaryfl.com.

Final approval will not be given by the A.R.C. on projects requiring a city permit until they have received confirmation of city approval.

No work may be started prior to approval; and approval is only for the project described.

NO EXTERIOR WORK/PROJECT MAY COMMENCE PRIOR TO 7:00 A.M. DAILY AND MUST CEASE BY 7:00 P.M.

Resident Signature: _____ Date: _____

Approved		Denied	(Form C)	Tabled	(Form D)	Not Applicable	(Form E)
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- ☐ Approved only upon receipt of City of Lake Mary Permit.
- ☐ Submit copy of permit to the Forest Club, Inc., office. The office can make a copy of the original for you.

A.R.C. Member Signatures: (1) _____ (2) _____

(3) _____ (4) _____

(5) _____ Date: _____

~~~~~Conditions~~~~~

1. A request Form B must be filled out and submitted for all exterior painting.
2. If a proposal is denied, the applicant may resubmit the request with new or additional information.
3. Final appeal may be made to the Board of Directors.
4. Appropriate permits required by the City of Lake Mary are the responsibility of the applicant.
5. Inspections by the Architectural Review Committee do not take the place of any inspection required by the City of Lake Mary.
6. It is noted that when a contractor performs work, the contractor will remove all trash from the Forest.
7. Majority vote of the Architectural Review Committee is required on all projects submitted.

B

(4) _____ (5) _____