



BRECKENRIDGE LANDOWNERS, INC.
ARCHITECTURAL REVIEW COMMITTEE REQUEST FORM INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY

1. The Architectural Review Committee (ARC) request form must be completed and approved **BEFORE** any work commences on the property.
2. The approval process can take up to thirty (30) days from the date the ARC receives your request; therefore, please plan accordingly.
3. The property owner shall complete the relevant part of the form and sign it as indicated on the form.
4. The following information **MUST** be included (as applicable): the addition, change or installation specifications including copies of plans, estimates or pictures as necessary; dimensions; materials; sample color chips (not just the color name & number); any other pertinent data.
5. For **ALL** requests, a copy of the property survey or plot plan must be submitted with the location of any change(s), installation(s) or addition(s) **drawn to scale** including all the setbacks from the property lines.
6. ARB request forms, together with the required documentation, must be delivered or mailed to Breckenridge Landowners' Association at the following address:

Breckenridge Landowners Association
PO Box 686
Plymouth, Florida 32768-0686
7. Your request will be forwarded to the ARC for processing. The ARC may solicit input from the HOA Board of Directors in making their decision. **ALL** decisions are based on the fair and impartial application of the rules and regulations specified in the Declaration of Covenants, Conditions, Easements and Restrictions for Breckenridge Landowners.
8. Once the request is approved or denied, a copy of your original request will then be mailed to you, which may include additional comments from the ARC explaining any additional conditions of approval or the reason(s) for disapproval, as appropriate.
9. Once approved, all work must be completed within 120 days of commencement of the work.



BRECKENRIDGE LANDOWNERS, INC.
Request for Architectural Change

This form and any accompanying documentation **MUST** be delivered or mailed to the ARC for approval at the following address **PRIOR** to commencement of any work: **Breckenridge Landowners Association, PO Box 686, Plymouth, Florida 32768-0686 or email to Breckapopkaarc@gmail.com**

***NOTE:** All requests must conform to the local zoning and building regulations, and you must obtain all necessary permits if your request is approved by the ARC. If you have any questions regarding this form, please refer to the Breckenridge Landowners ARC Request Form Instructions (attached), or your copy of the Declaration of Covenants, Conditions, Easements and Restrictions for Breckenridge Landowners; or contact Breckenridge Board of Directors/ARC at Breckapopkaho@gmail.com

TO BE COMPLETED BY PROPERTY OWNER:

Name: _____ Lot # _____
Property Address: _____
Mailing Address (if different): _____
Home #: _____ Work #: _____ Cell #: _____ Fax #: _____
E-mail Address: _____

DETAILED DESCRIPTION OF CHANGE(S), INSTALLATION(S) OR ADDITION(S):

Estimated Duration: Start Date _____ Completion Date _____

SPECIFICATION(S):

Dimensions: _____
Color(s) (MUST attach sample chips): _____
Material(s): _____

Attach property survey or plot plan that indicates location(s) of change(s), additions(s) or installation(s) along with copies of plans, estimates, pictures, etc. (as applicable).

LIABILITY: I take full responsibility and am personally liable for any damage that might occur to any property as a result of, and during the completion of, this project.

SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY THE HOA AND ARC:

Received by HOA on: _____ Forwarded to: _____ on: _____

APPROVED CONDITIONAL DENIED By: _____ Date: _____

APPROVED CONDITIONAL DENIED By: _____ Date: _____

ARC Comments: _____