

Architectural Review Application

Heron Bend Commons Homeowners Association, Inc. · Architectural Review Committee · Form ARC-1, revised 2026

Use this form for any exterior change that needs approval under the Architectural Guidelines, including paint colors that are not on the approved palette (§4.2), fences (§6.1), additions, screen enclosures, docks, solar panels, shutters and front-yard landscaping. The committee replies in writing within 10 days of receiving a complete application (§2.4). Do not start work until you have written approval.

1. Owner information

Owner name(s): _____

Home address or unit: _____

Phone: _____ Email: _____

If a tenant is submitting for the owner, the owner must sign section 6.

2. Type of project

Check all that apply:

☐ Exterior paint: body, trim or front door ☐ Front door or garage door replacement

☐ Fence, wall or hedge ☐ Screen enclosure, pergola or shed

☐ Addition or porch ☐ Pool, spa or deck

☐ Dock, lift or seawall work ☐ Solar panels

☐ Permanent hurricane shutters ☐ Landscaping (more than a third of the front yard)

☐ Exterior lighting ☐ Other: _____

3. Description of the change

Describe what you want to do, where on the property, and why. Include dimensions, heights and distances from property lines where they apply.

Planned start date: _____ Contractor (if any): _____

4. Materials and colors

For paint, give the manufacturer, color name and number, and attach a **photo of the paint chip** held against the surface to be painted, in daylight.

Manufacturer and color: _____

Surface (front door, body, trim, shutters, other): _____

For other materials, list the product and finish, and attach a brochure, product sheet or photo.

5. Attachments checklist

☐ Photo of the area as it is today

☐ Sketch or site plan with dimensions (fences, additions, docks, pools, sheds)

☐ Paint chip photo or product sheet

☐ Copy of the building permit, if one is required (can follow approval)

☐ Neighbor acknowledgment for fences, additions, docks and pools (optional; the committee also notifies neighbors under §2.8)

6. Owner agreement

I understand that approval covers only what is described here, that I am responsible for permits and for any damage to common areas, and that work not built as approved may have to be changed at my expense.

Approval is valid for 12 months.

Owner signature: _____ Date: _____

How to submit

Send this form and your attachments through the resident app (Messages, then New message), by email to the board's shared inbox, or drop it off at the management office in the clubhouse.

Committee use only

Received: _____ Complete: ☐ Yes ☐ No, requested: _____

Decision: ☐ Approved ☐ Approved with conditions ☐ Denied Date: _____

Conditions or reasons: _____

Committee signature: _____