

Mail or Deposit form (in mailbox at park) with supporting documents to
Sunrise HOA, 1046 Homewood Ave, Melbourne, FL 32940
321-405-2647

SHOA ARCHITECTURAL REVIEW APPLICATION

ONLY ONE (1) ITEM MAY BE REQUESTED & ONE (1) SET OF PLANS REQUIRED PER APPLICATION.
THE ARC MAY RETAIN SUBMITTALS FOR RECORDKEEPING PURPOSES.

NO WORK IS TO START PRIOR TO ARC APPROVAL!

*Please **print** information on all fields below.*

Request Submitted By:

Property Owner(s)

Property Address

Mailing Address (if different from Property Address)

Contact Email

Contact Phone Number (including area code)

Property Owner(s) signature(s)

Date

General Documentation Requirements:

Site Plan and Elevations:

Construction Permit (copy when approved) and construction drawings of pools, spas, slabs, etc.

Landscaping Plan of proposed shrub lines, trees plantings, lawn statues, etc.

Exterior Painting:

Homeowners may choose approved House & Driveway Colors from the SHOA Selection Book (call SHOA). All other schemes must be submit with color name, number, and a home sketch/photo depicting locations of each color on body, trim, doors, garage doors, etc. Also, note roof color of home.

Screening and Additions:

Plat plan with architectural details, colors and materials, etc.

Fence Plan:

Plat plan with detailed fence locations denoting material, type, heights, gate locations, etc.

Other:

ARC Response to Property Owner(s):

Your application is APPROVED or DISAPPROVED subject to:

This approval is valid for a period of _____ month(s) from the returned date below. You must notify the Sunrise HOA by phone or email at least one week before start of project.

This Section For ARC Use Only

ARC Received Date

ARC Returned Date

Signature of ARC Representative

NOTE: PLANS ARE REVIEWED FOR THE LIMITED PURPOSE OF DETERMINING AESTHETIC COMPATIBILITY WITH THE COMMUNITY IN GENERAL IN THE SUBJECTIVE OPINION OF THE APPROVING AUTHORITY AND WHETHER THE PLAN IS IN COMPLIANCE WITH THE DECLARATION OF COVENANTS AND RESTRICTIONS, AND THE ARCHITECTURAL STANDARDS MANUAL. PLANS ARE APPROVED OR DISAPPROVED ON A LIMITED BASIS. NO REVIEW HAS BEEN MADE WITH RESPECT TO FUNCTIONALITY, SAFETY, COMPLIANCE WITH GOVERNMENTAL REGULATIONS, OR OTHER WISE, AND NO APPROVING AUTHORITY EXPRESSLY DISCLAIMS LIABILITY OF ANY KIND WITH RESPECT TO SUBMITTED PLANS, THE REVIEW THEREOF, OF ANY STRUCTURES BUILT PURSUANT THERETO, INCLUDING, BUT NOT LIMITED TO, LIABILITY FOR NEGLIGENCE OF BREACH OR IMPLIED WARRANTY.

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Property Owner(s)

Property Address

Additional Information:

- A. The requesting owner must submit proof of compliance with all applicable codes and ordinances of Brevard County and:
1. Submit a copy of approved building permits (if required), with applications
 2. Submit 1 set of specifications as regards to topography, landscaping, and finished grade, when/where applicable
 3. Submit manufactures specifications for screening, doors, windows, sheds, etc.
- B. The following information is to be provided regarding any object to be constructed or installed on your property, if not submitted above:

Height: _____ **Length:** _____ **Width:** _____

Color: _____ **Construction Material:** _____

Legible drawings of item(s) to be installed (even hand drawn if necessary) when no professional plans are available

- C. Landscaping changes must have plans attached to the application, spars, pools, sheds, lawn edgings, tree plantings, swale plantings (sidewalk to street), fences, birdbaths, etc.

Additional Comments:

The ARC will acknowledge receipt of and/or make a decision on a completed application within 30 days of receiving it. Incomplete applications may be returned to the owner or the ARC may retain and request additional information.

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Completion Instructions and FAQ – please do not include this page when you submit your request.

Please make sure that the property owner(s) and address information is clearly printed on both pages of the form in the spaces provided. Also, to help ensure timely approval of your request, please be sure to include all requested information that is pertinent to your request.

Detailed information on the restrictions on what changes can be made, what colors and materials can be used, etc. can be found in the HOA covenants. You can contact the board to request a copy of you have misplaced yours. Here are some answers to frequently asked questions (FAQ):

Exterior (House) Painting

- Allowed colors are available via a color book that can be obtained from your ARC representative. These color choices are changed regularly to ensure that homes in the HOA maintain a modern, attractive and compelling appearance.
- In general, repainting a home with the **exact same colors as previously approved** or originally installed is considered maintenance and does not require ARC approval. Contact the ARC if there are any questions about this.

Fencing

- Allowed fencing materials are natural wood shadowbox or white vinyl fencing.
- Fences should not be painted or stained – they should wear naturally.
- Fences cannot exceed 6 feet in height.
- Damaged or dilapidated fencing should be replaced in a timely fashion.
- In general, replacing an existing fence or portion of it with the **exact same type of fence** having identical specifications (e.g. color, style, design, materials, size, etc.) is considered maintenance and does not require ARC approval. Contact the ARC if there are any questions about this.

Landscaping

- The only permitted sod types are St. Augustine, Floratam, and Bahia.
- Ponds and fountains must be approved before installation
- Planting of any trees on the easement between the street and sidewalk may require county approval as well as ARC approval.

Exterior Appliances

- Large exterior appliances such as A/C units or pool pumps and filter equipment must not be clearly visible from the street and should be placed behind a (partial) fence.

This form, FAQ and enclosed information may be edited from time to time as the Sunrise Homeowners Association and/or the ARC determine necessary.