

**Clarcona Resort Condominium Association  
Architectural Environmental Review Committee (AERC) Application**

Name: \_\_\_\_\_  
 Street & Number: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Lot# \_\_\_\_\_ If different from address  
 Phone(s): Home \_\_\_\_\_ Work \_\_\_\_\_ Fax: \_\_\_\_\_

In accordance with the Declaration of Condominium and the Associations Rules and regulations, I/We hereby request your consent to make the following changes, alterations, renovations and/or additions to my Unit.

Fence       Storage Shed       Cement Patio/Wood Deck       Screen Enclosure  
 Tree Removal       Driveway       Irrigation System       Other \_\_\_\_\_

Description: \_\_\_\_\_

Attach a drawing of the lot which shows the location and dimensions of the proposed change, alteration, renovation or addition with respect to the lot lines (See Other Side).

Attach a drawing or blueprint of your plan(s).

Note: Applications submitted without the above will be considered incomplete.

**I/We hereby understand and agree to the following stipulations:**

1. No work will begin until written approval is received from the Association.
2. All work will be completed within six (6) months of approval and will be done in a good workman-like manner by myself or a licensed contractor.
3. All work will be performed at a time and in a manner to minimize interference and inconvenience to other residents.
4. I/We assume all liability and will be responsible for all damage to other lots and/or common areas or injury which may result from performance of this work.
5. I/We will be responsible for the conduct of all persons, agents, contractors, sub-contractors and employees who are connected with this work.
6. I/We are responsible for complying with and will comply with, all applicable Federal, State and local laws, codes, regulations and requirements in connection with this work, and I/We will obtain any necessary government permits and approvals for the work.
7. Upon receipt, management will forward the AERC Application to the Committee. Decisions by the Committee may take up to fifteen (15) days. I/We will be notified in writing when the application approved or disapproved.
8. **I/We will reimburse the Association for any and all expenses incurred by the Association that is a direct result of my intended project.**

Signature of Owner(s) \_\_\_\_\_

Return application to: CRCA, 3000 Clarcona Rd. Suite 201, Apopka, Florida, 32703

**DO NOT WRITE BELOW THIS LINE**

This Application is hereby:       Approved       Disapproved

Date \_\_\_\_\_ Signature \_\_\_\_\_

Comments: \_\_\_\_\_

Date(s) Received from owner \_\_\_\_\_ Forwarded to Committee \_\_\_\_\_ Returned to owner \_\_\_\_\_

Revised Feb 18, 2010

SEE OTHER SIDE

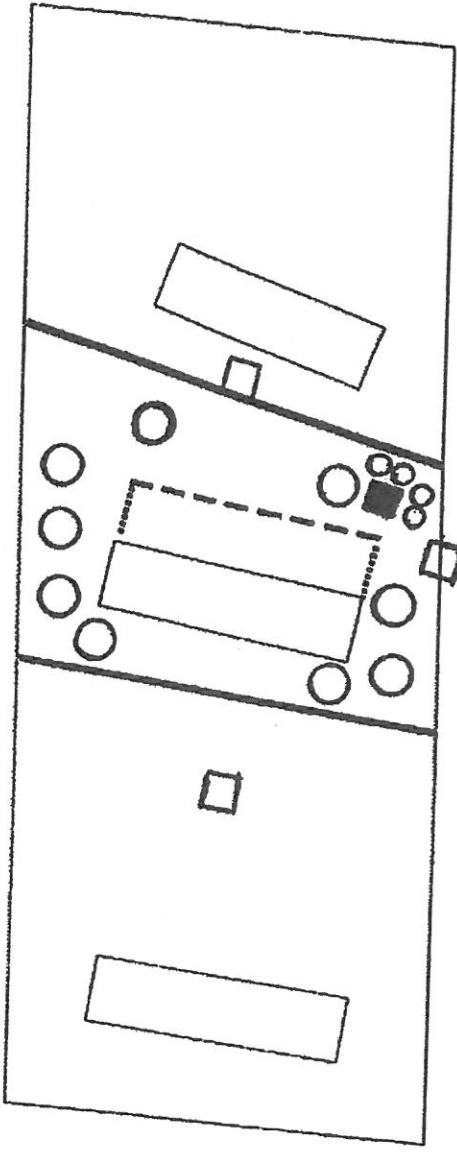
Revised 02162015

Document #02102015

Outline for filling out applications, for lot improvements.

1) Lot diagram, with set backs. (existing and proposed). See diagram.

Example: All measurements from existing, and proposed Buildings, Decks Carpors, rooms, Sheds, Cement Pads, etcetera, to lot lines.  = Shed (if any)



Lot # \_\_\_\_\_ Your Lot# \_\_\_\_\_ Front (street) Lot# \_\_\_\_\_

 = Distance in Feet to Home on Left, Right, and rear of your home, from your closest wall.

Note: Most lots are not rectangular, so measurements are from all corners to lot line. Room additions, carpors, aluminum awnings, wooden decks, cement patio's, walks, and fences, need a stick or contractors drawing, material list, detailed dimensions of floors, walls, roof, windows, doors ect.

Proposed Tree Removal

Tree/ Tree's to be remove , must be marked in the lot diagram, and a ribbon or rope around said tree/tree's. Note: Tree trimming is restricted, to no more than 25 % of the Canopy

Golf Cart Permit

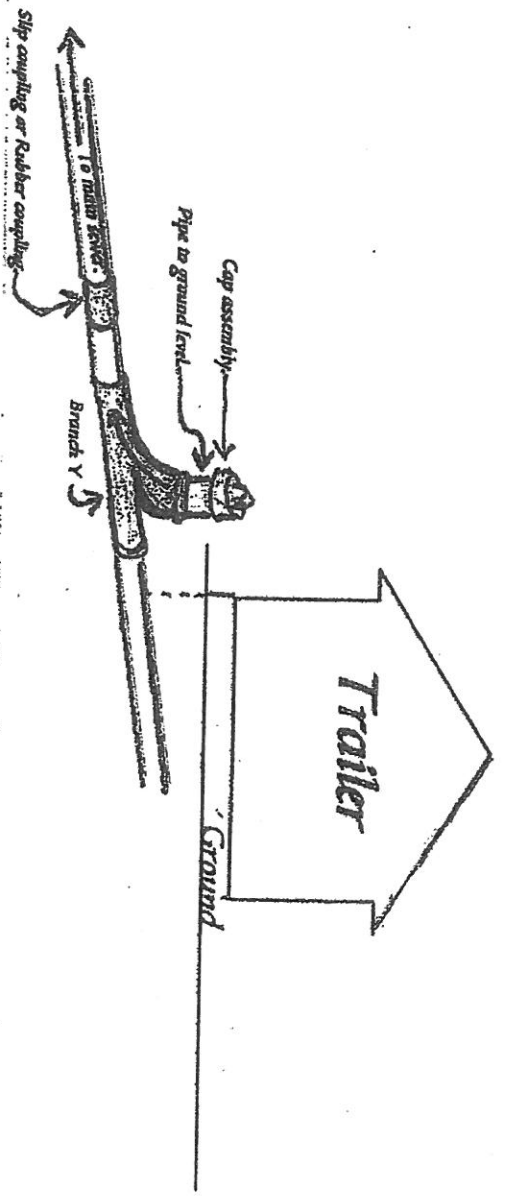
Description of Golf Cart, and a copy of Insurance policy, or rider.

For Cement Walks Patio's etc. Need all measurements of proposed and existing cement.

This is your "Architectural and Environmental Review Board", if you are not sure if your project is permitted, please check with us first. Were here to answer your questions and help with alternatives if needed. Ask for a list of sitting members to help you. We meet every other week, the date and time are on the mail box bulletin board.

Note=All Park Model and permanent installations, must include a sewer cleanout, cut into the main line using a "Branch Y", sweeping away from the trailer towards the main sewer on the outside of the trailer drip line and skirting. A Backflow preventer is required on all water lines.

*Example shows most common installation.*



Any questions? Please contact any of you A.E.R.C. member's.