

# LAUREATE PARK ARCHITECTURAL REVIEW BOARD APPLICATION

Application Date: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Address & Lot Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor (if applicable): \_\_\_\_\_

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

## Please choose one of the following categories:

- \_\_\_\_\_ Pool and/or Spa
- \_\_\_\_\_ Fencing
- \_\_\_\_\_ Modifications to Existing Structure (Screened Lanai, Covered Walkway, 2nd Story Addition to Garage, Decorative Railing on Balcony, etc)
- \_\_\_\_\_ Additional Structures – Cabanas, Pergolas, Playground Equipment, Etc.
- \_\_\_\_\_ Porch or Patio Modifications ( including screened lanai, additional pavers, etc)
- \_\_\_\_\_ Outdoor Equipment w/ Required Screening (including water softeners)
- \_\_\_\_\_ Landscape Modifications or Additions
- \_\_\_\_\_ "For Sale" of "For Lease" Signage
- \_\_\_\_\_ Change in Exterior Color of Unit/Structure
- \_\_\_\_\_ Other Lot Modifications Different Than Listed Above

## Please use checklists below to determine required documentation for your submittal:

### Pool and/or Spa

- \_\_\_\_\_ Copy of original approved landscape plan marked to show any changes/additions
- \_\_\_\_\_ Copy of survey marked to show full locations of improvements
- \_\_\_\_\_ Existing paving materials labeled and modifications shown
- \_\_\_\_\_ Pavers, concrete patios, coping, walls, rockwork, etc labeled with dimensions and noted on plan and photo samples or manufacturer brochure for all materials
- \_\_\_\_\_ Equipment location shown and screened
- \_\_\_\_\_ New enclosure or fencing and gates shown on survey plan (if applicable)  
NOTE: If fencing is included with the construction of the pool, you will need to provide the the information required for the fencing application with your submittal
- \_\_\_\_\_ Photo sample or manufacturer brochure of fencing materials
- \_\_\_\_\_ Colors described for all – per ARB approved selections  
Please see end of application for list of approved colors for wood fencing
- \_\_\_\_\_ Misc notes, or items described \_\_\_\_\_

### Fencing

- \_\_\_\_\_ Copy of original approved landscape plan marked to show any changes/additions
- \_\_\_\_\_ Copy of survey marked to show full locations of improvements, with dimensions noted
- \_\_\_\_\_ New enclosure or fencing and gates shown on survey plan with dimensions noted
- \_\_\_\_\_ Photo sample or manufacturer brochure of fencing materials
- \_\_\_\_\_ Colors described for all – per ARB approved selections (wood fence cannot be left bare)  
Please see end of application for list of approved colors for wood fencing
- \_\_\_\_\_ Misc notes, or items described \_\_\_\_\_

**NOTE: PVC fencing and "dog-eared" wood paneling fence styles are not permitted. If using board on board wood fencing, you will also need to include a cap or shelf-style top.**

**Modifications to Existing Structure (Covered Walkway, 2nd Story Addition to Garage, Decorative Railing on Balcony or Porch, Etc.)**

- \_\_\_\_\_ Copy of survey marked to show full locations of improvements
- \_\_\_\_\_ Construction plans for proposed modifications, with all dimensions noted
- \_\_\_\_\_ Photo sample or manufacturer brochure of all materials
- \_\_\_\_\_ Details of structures, and/or photos attached
- \_\_\_\_\_ Photos and cut sheets of equipment to be installed with dimensions
- \_\_\_\_\_ Photos of existing structure noting where modifications will be made
- \_\_\_\_\_ Colors described for all pieces
- \_\_\_\_\_ Misc notes, or items described \_\_\_\_\_

**Additional Structures – Cabanas, Pergolas, Playground Equipment, Etc.**

- \_\_\_\_\_ Copy of original approved landscape plan marked to show any changes/additions
- \_\_\_\_\_ Copy of survey marked to show full locations of improvements
- \_\_\_\_\_ New enclosure or fencing and gates shown on survey plan, with height of fence noted
- \_\_\_\_\_ Photo sample or manufacturer brochure of fencing materials
- \_\_\_\_\_ Details of structures, and/or photos attached
- \_\_\_\_\_ Photos and cut sheets of equipment to be installed, with height, sizing, dimensions noted
- \_\_\_\_\_ Colors described for all pieces
- \_\_\_\_\_ Misc notes, or items described \_\_\_\_\_

**Porch or Patio Modifications (including screened lanai, additional pavers, etc)**

- \_\_\_\_\_ Copy of original approved landscape plan marked to show any changes/additions
- \_\_\_\_\_ Copy of survey marked to show full locations of improvements, with all dimensions noted
- \_\_\_\_\_ Photo sample or manufacturer brochure of materials
- \_\_\_\_\_ Details of structures, and/or photos attached
- \_\_\_\_\_ For screening in existing lanai, only completed application and photo of existing lanai are required
- \_\_\_\_\_ Misc notes, or items described \_\_\_\_\_

**Outdoor Equipment w/ Required Screening (including water softeners)**

- \_\_\_\_\_ Original landscape plan marked to show new plantings (with species description and count)
- \_\_\_\_\_ Photo sample or manufacturer brochure showing fencing materials
- \_\_\_\_\_ Copy of survey marked to show full locations of improvements (including fence if applicable)
- \_\_\_\_\_ Photos and cut sheets of Equipment to be installed with Heights shown and sizing
- \_\_\_\_\_ Misc notes, or items described \_\_\_\_\_

NOTE: Equipment must be screened with either plant materials or fencing

**Landscape Modifications or Additions**

- \_\_\_\_\_ Original approved landscape plan marked to show all proposed changes/additions  
(Your builder should be able to provide you with a copy of this plan)
- \_\_\_\_\_ Details (species, count, size) of all plantings being added or relocated
- \_\_\_\_\_ Misc notes, or items described \_\_\_\_\_

NOTE: Please refer to the "Approved Plant List" available at [www.laureateparkhoa.com](http://www.laureateparkhoa.com), under "Access HOA Documents" when making your plant choices

**NOTE: Trees cannot be removed - they must either be relocated or replaced with like materials.**

### **"For Sale/For Lease" Signage**

\_\_\_\_\_ Completed Application

NOTE: Once your request is approved, you will receive a confirmation letter, along with the specifications for the approved sign style.

### **Change in Exterior Color of Unit/Structure**

\_\_\_\_\_ Completed Application

\_\_\_\_\_ Color chips for new paint

\_\_\_\_\_ Photos of existing house/color scheme

NOTE: Please refer to the "Approved Color Palette" available at [www.laureateparkhoa.com](http://www.laureateparkhoa.com), under the "Access HOA Documents" tab. If you choose to use a brand other than Benjamin Moore (the brand used in the approved color palette), you will need to provide comparison samples of your color against the Benjamin Moore color that most closely matches.

### **Other Lot Modifications Different than the Usual and Above**

\_\_\_\_\_ Copy of original approved landscape plan marked to show any changes/additions

\_\_\_\_\_ Copy of survey marked to show full locations of improvements

\_\_\_\_\_ Photo sample or manufacturer brochure of materials

\_\_\_\_\_ Details of modifications, and photos, plans attached

\_\_\_\_\_ Misc notes, or items described \_\_\_\_\_

### **NOTES:**

#### **Approved Paint and Stain Colors for Wood Fencing:**

- o Paint – Benjamin Moore – Brandon Beige, Chelsea Gray or Paper Mache
- o Stain - Behr Premium - Coffee (ST-103), Cordovan Brown (ST-104), or Antique Brass (ST-115)
- o Clear Coat

Please note that you do not have to use the specific brands. However, if you are using a different brand, please provide a color swatch with your application.

#### **Approved Mulch Materials:**

- o Pine Straw
- o Shredded Hardwood (Natural only - no colored mulch is permitted)
- o Mini- Pine Bark Nuggets (size of nuggets cannot exceed 1" diameter)

#### **Instructions for Submittal:**

Once you have completed the application and have collected the required accompanying documentation, please return to Artemis Lifestyles for processing. You may use any of the following methods:

- o Online via <https://www.titanhoa.net/ticket/arb/index.php>
- o Hard copy via mail to 1631 East Vine Street Suite 300 Kissimmee, FL 34744

**Please note that the Board has up to thirtv (30) days to review the application and provide**

**comments. Submittals will be returned to the applicant if information is missing - the review process will not begin until the complete application is received.**

If you have any questions or concerns regarding the application or review process, please feel free to contact Artemis Lifestyles at (407) 705-2190 or [customerservice@artemislifestyles.com](mailto:customerservice@artemislifestyles.com) or visit [www.laureateparkhoa.com](http://www.laureateparkhoa.com) where you will find the approved ARB Guidelines for your reference.