

# SOMERSET PARK ARCHITECTURAL CONTROL COMMITTEE APPLICATION

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

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

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

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

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

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## Please choose one of the following categories:

- \_\_\_\_\_ Pool and/or Spa
- \_\_\_\_\_ Fencing
- \_\_\_\_\_ Modifications to Existing Structure (Screened Lanai, Covered Walkway, 2nd Story)
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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 ACC 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 ACC 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: "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.**

### **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.somersetparkhoa.com](http://www.somersetparkhoa.com), under "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

### **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 thirty (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.somersetparkhoa.com](http://www.somersetparkhoa.com) where you will find the approved ACC Guidelines for your reference.