

**WESTMINSTER COMMUNITY ASSOCIATION
ARCHITECTURAL REQUEST FORM**

Submit to: ARC Chairperson / Property Management Office
2001 Oxford Ridge Circle, Lehigh Acres, FL 33973 Phone (239) 491-2767

Date: _____ **Failure to begin ARC request within six months will require resubmission.**

NOTE: You cannot proceed without approval from the Architectural Review Committee.

The deadline for ARC requests is always the Friday (noon) before the second Wednesday of each month to be considered for that month's meeting.

If project is started before ARC approval is given, the HOA can levy a fine of \$100 per day with a maximum fine under Florida statutes until ARC approval is granted.

It is the responsibility of the owner to obtain the required government permits for work to the home.

Homeowner: _____
Address: _____
Phone (Home): _____ (Cell) _____ Email: _____

Where would you like your copy of the approval/denial sent?

Email _____ Mail _____ Fax _____ (provide number) Personal Pick-up _____

REQUEST (must include attachment with **DETAILED** drawings and specifications):

Neighborhood Association (if applicable):

Date: _____ Approved: _____ Denied _____ Tabled _____

Signature: _____

Architectural Review Committee:

Date: _____ Approved: _____ Denied _____ Tabled _____

ARC Response/ Comments: _____

Signature of Home Owner

Signature of ARC Chairperson