

**Design Review Application for Exterior Changes and Additions**

In accordance with Article IX, Section 1 of the community's Declaration of Covenants and Restrictions, a *Design Review Application* form shall be used for design review of all Requests for Alterations. All forms and paperwork shall be submitted to our Property Management firm for processing and delivery to the ACC.

I/We hereby acknowledge and agree that I/We will be solely responsible for determining whether the additions, improvements or alterations described herein comply with all applicable laws, rules, regulations, codes and ordinances. I/We will assume all liability for any damage incurred as a result of this alteration. Proper permits shall be obtained as may be required. The owner assumes all responsibility and cost for any future maintenance.

**The ACC meets the second week of each month. Ensure all paperwork arrives at Property Manager's office 7 days prior to the meeting.**

Step 1

**PLEASE PRINT**

Name: \_\_\_\_\_ Lot # \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (FAX) \_\_\_\_\_

Email: \_\_\_\_\_

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Step 2

**Common changes that require approval:**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Changes and additions to the exterior | <input type="checkbox"/> Screen Enclosure        | <input type="checkbox"/> Walkways     |
| <input type="checkbox"/> Pool, Spa, Heat Pump                  | <input type="checkbox"/> Lighting/Light Fixtures | <input type="checkbox"/> Solar Panels |
| <input type="checkbox"/> Landscape                             | <input type="checkbox"/> Re-Roof                 | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Fence                                 | <input type="checkbox"/> Deck                    |                                       |

***If not listed refer to ACC Guidelines***

Attach appropriate documentation and support materials, such as

- |   |   |
|---|---|
| <input type="checkbox"/> Complete Design Sketch or workup | <input type="checkbox"/> Copy of Blue Prints      |
| <input type="checkbox"/> Site Plan                        | <input type="checkbox"/> Photos                   |
| <input type="checkbox"/> Property Survey                  | <input type="checkbox"/> Material Sample/Brochure |
| <input type="checkbox"/> Paint/Color Sample               | <input type="checkbox"/> Copy of Estimate         |

**You are responsible to obtain all necessary City and County Permits. And must have ACC approved application to obtain.**

Projected Start Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

Step 3

**Mail to:** Crescent Park Homeowners Association, Inc. **Email to:** April Self, LCAM  
 c/o Hara Management, Inc. [aprilself.hmi@gmail.com](mailto:aprilself.hmi@gmail.com)  
 760 Florida Central Pkwy., Suite 200 Phone: 407-628-1086  
 Longwood, FL 32750

Property Mgmt. Receipt Stamp

Step 4

**ACC Review Status:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Approved with Conditions \* \*** \_\_\_\_\_ **Denied with Reasons\*\***

**\*\* Conditions or Reasons**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ACC** \_\_\_\_\_ **Date** \_\_\_\_\_ **PM** \_\_\_\_\_  
 Signature Initials