



2422 South Atlantic Ave • Daytona Beach Shores, FL 32118
Direct 386.301.4926 • Fax 386.236.0479

ARCHITECTURAL SUBMITTAL
YOUR MUST HAVE ASSOCIATION APPROVAL BEFORE APPLYING FOR CITY PERMITS

OWNER _____ LOT # _____ PHONE # _____

ADDRESS _____

TYPE OF SUBMITTAL (Please check)

New Home Review []	Addition []	Painting []
Modification []	Fence []	
Tree Removal []	Other []	

You must submit paint chips showing colors if painting. Also, you must submit type, style, height, etc. for fencing.
You must show placement of fencing on survey.

Information Required For New Home or Additions

One set of clean, concise, drafted to scale architectural plans of proposed building and/or addition showing floor plan and all elevations. Include all necessary details to convey design and construction intent (typical wall sections, window treatments, roof venting, roof overhang, etc). One set of plot plans indicating all setback dimensions from building and appurtenant structures, and location of proposed building and/or addition.

Specifications of Materials to Be Used in Construction

1. Exterior Colors: Roof _____ Walls _____
Windows _____ Trim _____ Garage Doors _____
Fence _____ Other _____
2. Exterior Materials and Surface Treatments: Walls _____
Roof _____ Trim _____ Garage Door _____

Explanation to Clarify Any of Above

DATE RECEIVED: _____ COMMITTEE REVIEW DATE _____

The ARC has 30 days to meet to consider request. If additional information and/or clarification is needed,
there will be an additional 30 days from date additional information is received for review.

ALL APPROVALS ARE GIVEN CONTINGENT ON THE HOMEOWNER
OBTAINING THE NECESSARY PERMIT(S) FROM THE CITY OF PORT
ORANGE BEFORE BEGINNING ANY WORK WHERE APPLICABLE.
GOOD FOR 90 DAYS FROM DATE OF APPROVAL
OVER

Describe work to be performed:

Sketches if applicable

OWNER NOTIFICATION

Your request to the Architectural Review Committee is: APPROVED [] DENIED [] for the Following reasons: _____

BY: _____ DATE _____

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