

Received: _____

**LAKESIDE BY THE SEA HOMEOWNERS ASSOCIATION, INC.
VARIANCE REQUEST FORM**

Submit plans to: Architectural Review Committee (ARC)
PO Box 350808
Palm Coast, FL 32135-0808

All Variance Request Forms must be **received no later 10 Days prior to the scheduled ARC meeting.** These meetings are typically held the 1st Thursday of each month. Notice of meetings are posted in the Clubhouse and Recreation Center.

Notice to applicant: No work or commitment of work can be made until you receive written approval from the ARC and the Board of Directors. If you begin work prior to the written approval, all alterations, changes, additions etc. may have to be removed at your own expense. Applicant signature _____

NAME: _____ PHONE (H): _____ OTHER: _____

ADDRESS: _____ LOT NUMBER: _____

Date submitted _____ Date received by ARC _____ Next scheduled ARC meeting _____

In accordance with the Lakeside By the Sea Covenants, Article XI, Section 3, I hereby request your consent to make the following changes:

Alterations _____ Additions _____
Renovations _____ Landscape removals _____

Description of work to be done:

****PLEASE NOTE: please submit with your application a detail (to scale) drawing or blueprint of your plan(s) and a copy of either your property plat map or your survey. All requests for additions, fence installations, patio addition/modifications, screen enclosure, etc. must have attached to this request a brief description of your proposed changes. A county permit must be submitted by you or your contractor as soon as issued and prior to beginning work.**

Is this an amendment to a previous request? Yes _____ No _____ If yes, approximate date of previous request _____

I understand that the Architectural Review Committee will act on this variance request at their next monthly meeting and provide me with a written response no later than 45 days after receiving my request. See: Restrictive Covenants and Easements, Article X Section 3d.

I further understand and agree to the following provisions:

1. All work will be done at my expense and I am responsible for any and all preservation of such alterations/additions.
2. All work will be done expeditiously once commenced and will be done in a good workman like manner by myself or a contractor in compliance with the approved plan(s) and building permit if applicable.
3. Under no circumstances will a construction dumpster be used and or parked on Lakeside By the Sea streets during renovations.
4. I assume all liability and all responsibility for any and all damage and/or injury, which may result from performance of this work including any damages to common areas or other private property.
5. I will be responsible for the conduct of all persons, agents, contractors, and employees who are engaged to carry out the construction of the approved plans and/or variance request.
6. I will comply with Lakeside By the Sea Declaration of Restrictive Covenants, By-Laws and Rules.

7. I will comply with all applicable federal, state, and local laws, ordinances, building codes and regulations that are requirements in connection with this work and will obtain any necessary government permits and approvals.

I understand and agree that the Lakeside By the Sea Homeowners' Association, its Board of Directors, its agent and the ARC Committee have no responsibility with respect to such compliances and it is expressly understood that the Board of Directors or its designated committee's approval of this request shall not be construed as the making of any representation or warranty that the plans, specifications or work comply with any law, codes, regulations, or any other governmental requirement.

The work will be done by: Homeowner _____ Contractor _____

If contractor, provide name, telephone number and license number:

If approved, work would start on or about the ____ day of ____, 200__ and completed on or approximately the ____ day of ____, 200__.

NOTE: Work must be started within 6 months after the receipt of written approval and completed in 90 days unless granted an extension for cause.

I agree to allow all follow-up inspections on my property (exterior only) by the Association's designated representative during and upon completion of work. As soon as the work is completed, I agree to submit a copy of the Flagler County building permit final approval within ten days to the Association's office.

If any work is to be done by the homeowner, the homeowner agrees to submit a written notice of completion of the work to the Association office within ten days after work is completed.

Signature of homeowner

Print name of homeowner

Action taken by Architectural Review Committee (ARC)

Approved as requested _____

Approved with the following exceptions _____

Disapproved _____

You may appeal this decision to the Board of Directors within 30 days

Members of the ARC: Chairperson, Vicki Moreno _____

Board Liason, James Lemke _____

Secretary, Charon Parker _____

Member, Pete Lagana _____

Member, June Webster _____

Member, Phyllis Dietz _____

Date of meeting _____ **Decision to the Board of Directors:** For _____ Against _____

Form Revised _____