

SPRUCE CREEK PROPERTY OWNERS ASSOCIATION (SCPOA)

Architectural Review Committee (ARC)

WORK APPLICATION FORM

Application for New Construction or Modification to Property

Owner Name: _____ Phone Number: _____	
Address: _____ Subdivision: _____ Lot No: _____	
<u>Describe nature of work:</u> [The owner certifies they have read the complete application and information packet"]	

Owner Signature _____	Date _____

Contractor's Name _____	Contractor's Phone Number _____
-------------------------	---------------------------------

For consideration, the application and all required items, must submitted in duplicate, at the POA office by 3 p.m. on or before the Monday preceding an ARC meeting. (ARC meets 1st and 3rd Thursdays of month)

1. Building Plans and Site Drainage Plans and/or Affidavit
2. Survey – Note: all completed construction will require an “As Built” survey
3. Contractor’s Written Cost Estimate
4. Compliance and Damage Deposit check (see pg. 2) Amount: _____ Check #: _____
5. Contractor’s License
6. Contractor’s Liability Insurance (In the amount of \$1,000,000 listing the SCPOA as named insured)
7. Signed contractor’s compliance sheet(s) [page 3]
8. SCPOA sub-association approval
9. Additional items as requested by the ARC and as shown on page 2

**A SIGNED COPY OF THIS APPROVED SHEET MUST BE POSTED ON THE JOB SITE
IN A MANOR THAT IS CLEARLY VISIBLE FROM THE ROAD**

ARC Approval Stamps and signatures:

SPRUCE CREEK PROPERTY OWNERS ASSOCIATION (SCPOA)

Architectural Review Committee (ARC)

WORK APPLICATION FORM

Additional Information and Requirements

Photographs of the existing work area(s) must be provided

CAD drawing files, in PDF format, required for new and major modifications

Coverage Calculations signed and sealed by licensed engineer or architect

Colors and materials samples must be provided for the following (as applicable):

Exterior – Trim – Fascia – Doors (House) – Doors (Garage) – Doors (Hangar) – Windows – Window Frame
– Windows Screens – Shutters – Roof – Pool/Patio Screen Enclosure – Pool/Patio Deck – Walls and/or
Fences – Driveway – Other(s) _____

Include a sample of all colors and materials. (for large bulky items, a manufacturer's brochure).

Legal Notifications:

REVIEW: The property owner, contractor(s), registered professional(s) and other interested parties are required to know the contents all *Governing Documents* (i.e., deed restrictions, easements, Covenants and Restrictions, PUD, zoning rules) that apply to and/or affect the proposed work. The applicant certifies that all engineering information presented in this application is accurate and in full compliance with any and all requirements of the pertinent governing bodies.

RIGHT OF INSPECTION: The property owner grants the ARC the right to inspect the construction site and property for compliance with the ARC approved plans at any time. Inspections will not be considered a trespass.

INDEMNITY AND RESPONSIBILITY CLAUSE: By their signature above, the property owner, does hereby indemnify the Spruce Creek Property Owners Association and the ARC and/or their assigns from any and all liability arising from the approval or disapproval of these plans, you acknowledge that you have read, understand, and will abide by all governing documents as well as the provisions of this application and the accompanying information packet. Approval by the ARC applies only to the application as presented. The ARC does not represent, by its approval, that the work is in compliance with applicable building standards of the County, State or other governing bodies. The applicant is solely responsible to insure that the proposed work is in compliance with any and all governing documents.

TIME LIMIT: All work **must be started within 180 days** from the date of approval.

Deposit Calculation and Deposit Return Information:

A *Compliance and Damage Deposit* check, from the **homeowner**, must be submitted with all applications. The amount of the required deposit is calculated as follows:

- Under \$2,500 \$250
- \$2,500 and over \$250 plus 2.5% of the cost estimate (maximum \$20,000)

If a contractor's cost estimate is not provided, the value of the construction will be calculated on \$150.00 per square foot for new construction and \$200.00 per square foot for modifications to existing structures.

Deposit Release: In order to return the *Compliance and Damage Deposit*, a written request must be submitted to the POA upon completion of the work. Prior to the release of the Deposit, the ARC will inspect the work to insure compliance with the approved application. A final "Sealed Survey", a sealed "As-Built" drainage drawing, and/or Volusia County Certificate of Occupancy may be required depending on the work done.

SPRUCE CREEK PROPERTY OWNERS ASSOCIATION (SCPOA)

Architectural Review Committee (ARC)

WORK APPLICATION FORM

CONTRACTOR / CONSTRUCTION REQUIREMENTS

1. All contractors and their employees must enter and leave via the South Gate.
2. Construction hours are from 7 a.m. to 6 p.m., Monday through Friday. Saturday work hours are 7 a.m. to 3 p.m. Construction or any job site work is prohibited on Sundays and holidays.
3. No loud music, offensive language or activities is permitted on a job site. The general contractor/developer, or his representative, is responsible for compliance with this provision.
4. Construction equipment, material and personnel access to the construction site is limited to the use of vehicular roads only. Use of or encroachment on adjoining property is prohibited except with the written permission of the adjoining property owner. If contractor personnel parking cannot be accommodated on the site, special arrangements for parking shall be made through the Property Management Office.
5. **No motor vehicles may be driven on any taxiway**, except Lindy Loop, Delta, Echo, Piper, Beech, and Cessna Blvd. For other taxiways, special taxiway permission, for vehicles less than 12,500 pounds may be granted when escorted by Spruce Creek Security. Contractor vehicles should only be driven on roads. The contractor and the homeowner are both responsible for compliance with this provision and are accountable for any damage to taxiways or adjoining property.
6. Dumping of any material anywhere in the Spruce Creek Fly-In Community is prohibited except at your job site. Concrete trucks and mortar boxes and the like shall be washed completely within the construction site; or outside of the Spruce Creek Fly-In; there shall be no run off onto adjacent properties, streets or taxiways.
7. A dumpster or trash container will be maintained and used at the construction site. The site will be regularly policed for loose trash.
8. Occupancy of the premises is not permitted until occupancy permit has been issued by Volusia County and sodding and landscaping has been completed
9. The Contractor may erect one sign at the construction site. This sign can display the name of the contractor and/or owner and shall conform to specifications listed in the Covenants and Restrictions. Signs shall not be attached to trees.
10. The contractor's sign must be removed from the property when a final ARC inspection is made.
11. No subcontractor signs are permitted at any job site.
12. No signs of any kind are permitted on or along any taxiway, except Lindy Loop, Delta, Echo, Piper, Beech, and Cessna Blvd.
13. No pets, owned by the Contractor or Subcontractor, are permitted on a construction site.
14. Parks and common areas of Spruce Creek Fly-In are intended for the use and enjoyment of residents and their guests. Use of these areas by Contractors, Subcontractors, or their employees is prohibited.
15. All existing swales must be protected and maintained during the construction period and must meet POA standards at completion of construction.
16. All Contractors are required to sign this page attesting to the fact that they have read and understand these requirements:

Contractor's Name *(please print)*

Contractor's Phone Number

Contractor's signature
(Owner signature if not using a contractor)

Date