



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

- Exterior Colors: Roof \_\_\_\_\_ Walls \_\_\_\_\_  
Windows \_\_\_\_\_ Trim \_\_\_\_\_ Garage Doors \_\_\_\_\_  
Fence \_\_\_\_\_ Other \_\_\_\_\_
- 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:

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Sketches if applicable

**OWNER NOTIFICATION**

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

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BY: \_\_\_\_\_ DATE \_\_\_\_\_

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