

## **ARCHITECTURAL (ARC) FORM** **INFORMATION SHEET**

**Refer to the ARC form for Board and County requirements.**

### **ARC FORM NOT REQUIRED**

**These items do not require you to complete an ARC Form for the Board.** Remember hours for remodeling are from 8 am – 5 pm M-F only. No weekends or major Holidays.

#### **Replacement into existing locations:**

- Appliances
  - Dishwasher
  - Garbage disposal
  - Refrigerator with ice maker
  - Stove/microwave
  - Washer/dryer
- Carpeting
- Doors – interior
- Faucets
- Lanai screens
- Light fixtures including ceiling fans
- Painting

**GREENFIELD VILLAGE HOA**  
**ARCHITECTURAL (ARC) FORM REQUIRED**

**These items require an ARC form for the Board and the County plus a permit is required by the County.** All contractors must present current license and insurance from Florida. **PLEASE CHECK ALL ITEMS TO BE RENOVATED:**

Replacement of:

- Cabinets (cabinet doors refacing or replacing does not require a permit)
- Countertops
- Exterior doors/windows/hurricane shutters
- Dry wall (except related to plumbing and electrical work)
- Electrical panels
- Electrical going into the wall (i.e., adding outlets)
- HVAC
- Plumbing
  - Re-piping
  - Shower (into wall or floor)
  - Toilet
  - Water heater
- Tile or wood/laminate requires ProFlex 90 or equivalent underlayment (on 2<sup>nd</sup> floor only). **THESE DO NOT REQUIRE COUNTY PERMIT BUT DO REQUIRE AN ARC FORM FOR BOARD.**

**Description of work to be completed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Owner:** \_\_\_\_\_ **Bldg:** \_\_\_\_\_ **Unit:** \_\_\_\_\_ **Ph#:** \_\_\_\_\_

**Owner Checklist:**

- Drawings Attached (if appropriate)
- Copy of Contractor's License                      Copy of Proof of Contractor's Insurance
- Expected Date of Completion: \_\_\_\_\_

In requesting approval of this construction, I acknowledge full responsibility for the Contractor's performance and use of required materials. I am solely responsible for determining that the Contractor's performance is satisfactory. The Board does not endorse Contractors for work within the Community. I accept full responsibility for any structural or water damage resulting from work done at my unit. Upon resale, the new owner(s) becomes responsible for same as stated in the restrictive covenant.

**Owner Signature/Date:** \_\_\_\_\_

**Board Received Date:**              **Approval**              **Not Approved/Reason:** \_\_\_\_\_

**RETURN ALL DOCUMENTS TO:** [LissieG@Sandcastlecm.com](mailto:LissieG@Sandcastlecm.com) 239-596-7200 x220 or Shelly Mandell, CAM, Sandcastle Property Management, 9150 Galleria Ct. #201, Naples, FL 34109