

**BRANTLEY PLACE
ARCHITECTURAL REVIEW BOARD
APPLICATION FORM REQUIREMENTS**

One of the responsibilities of your Homeowner's Association is the enhancement of the property values through preservation of the architectural integrity of the overall design of the community. The architectural character of the community is established by the architects who originally designed it, and the Brantley Place Architectural Review Board has been established to oversee the Planning Criteria as outlined in the Covenants & Restrictions. The standards are not intended to stifle the imagination or creative desires of the residents of the community nor be unduly restrictive, but, rather to help maintain the appearance of the overall community and thereby the value of your property.

WHAT NEEDS APPROVAL?

The best answer to this question comes from the Declaration of Protective Covenants & Restrictions for Brantley Place under ARTICLE VI ARCHITECTURAL REVIEW BOARD beginning with page 21

“No building, fence, wall or other structure shall be commenced, erected or maintained upon the Property, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Architectural Review Board as hereinafter defined.”

APPLICATION PROCEDURE

- A. Fill out the attached application form.
- B. Attach one copy of your plans (including details listed below) and plot plan or survey of your home and lot to your application. (Plot plan is not necessary for painting requests.)
- C. Email, fax, mail or deliver application and plans to the Architectural Review Board, c/o Southwest Property Management, 610 N. Wymore Road, Suite 200, Maitland, FL 32751. (321-274-0334; email: michelle@swpmcfl.com)
- D. No oral requests will be considered.
- E. No application will be considered without all of the above.
- F. Approval of your request by the ARB must be sent to you in writing prior to commencement of any work.

REVIEW OF PLANS

The detail of information contained in the application must include the following:

“The plans and specifications showing the nature, type, shape, height, materials, and location of the same.” If painting is part of the request, color samples must be included.

The Architectural Review Board will review your completed application and will respond within 30 days of receipt of application.