



## ARC Check List

- ☐ ( ) Name
- ☐ ( ) Address
- ☐ ( ) E-mail
- ☐ ( ) Phone number
- ☐ ( ) Drawing / Description of work
- ☐ ( ) Survey
- ☐ ( ) Letters of Approval (neighbors) (fence)
- ☐ ( ) Flagler County permit for permanent structural changes (ex: tree removal, fence, roofs, windows, concrete, siding, pavers)
- ☐ ( ) Contractor Info: name, phone # business license #
- ☐ ( ) Sign & Date
- ☐ ( ) Bring application and all forms to the office to be dated when received
- ☐ ( ) Make yourself a copy for your records

This checklist is the homeowner's responsibility to complete for the work to be approved by the board. Please sign that you have checked all the boxes and have all the forms needed for the ARC committee to review. Not having all the documents needed will cause a delay in the application approval process.

Sign & Date \_\_\_\_\_