



# ARC Application Form

Applications in compliance with all ARC Manual submittal requirements must be received by the MMMA a minimum of 10 calendar days prior to a scheduled ARC meeting.

**Mirasol Master Maintenance Association, Inc. (MMMA)**  
11300 Mirasol Blvd., Palm Beach Gardens, FL 33418  
Phone (561) 626-8283 Fax (561) 626-4661

Date submitted to MMMA: \_\_\_/\_\_\_/\_\_\_  
Date application complete: \_\_\_/\_\_\_/\_\_\_  
Date submitted to POA: \_\_\_/\_\_\_/\_\_\_  
Date received from POA: \_\_\_/\_\_\_/\_\_\_

|  |                     |                                |  |
|--|---------------------|--------------------------------|--|
| <b>Owner &amp; Property information:</b>   |                     | <b>Contractor information:</b> |  |
| Name: _____                                |                     | Contractor: _____              |  |
| Street Address: _____                      |                     | Address: _____                 |  |
| <b>Community:</b> _____                    |                     | City, State, Zip: _____        |  |
| <b>Parcel No.</b> [ ]                      | <b>Lot No.:</b> [ ] | Contact person: _____          |  |
| Owner #: home ___-___-___ cell ___-___-___ |                     | Office & Cell #: _____         |  |
| E-mail: _____                              |                     | E-mail: _____                  |  |

|   |                          |                           |                           |                            |                            |
|---|--------------------------|---------------------------|---------------------------|----------------------------|----------------------------|
| <b>Project Type :</b> (circle all that apply) |                          | <b>House</b>              | <b>Pool</b>               | <b>Above Ground Spa</b>    | <b>Screen Encl. Rm.</b>    |
| <b>Screened, Covered Porch</b>                | <b>Addition</b>          | <b>Fence</b>              | <b>Re-roofing</b>         | <b>Painting</b>            | <b>Front door</b>          |
| <b>Gutters</b>                                | <b>Awning</b>            | <b>Hurricane shutters</b> | <b>Driveway changes</b>   | <b>Landscaping (minor)</b> | <b>Landscaping (major)</b> |
| <b>Outdoor kitchen</b>                        | <b>Exterior Lighting</b> | <b>Solar Panels</b>       | <b>Security Camera(s)</b> | <b>Satellite dish</b>      | <b>Swing Set</b>           |
| <b>Play Structures</b>                        | <b>Generator</b>         | <b>Metal Gate</b>         | <b>Fountain</b>           | <b>Patio</b>               | <b>Other:</b> _____        |

This Application is not complete and declared "accepted" by the ARC until all information required by the "Project Submittal Requirements" of the ARC Manual have been submitted in the format, sizes, quantities and qualities required. ARC approval is required prior to the Applicant applying to the City of Palm Beach Gardens for a building permit.

### Project Scope of Work (detailed):

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### Indemnification:

I/we agree to indemnify and hold harmless the MMMA, it's employees, agents, officers, and directors, from any claim or demand, liability, cost expense, or damage, including reasonable attorneys fees (outside of litigation, in litigation, and for any appeals) and cost, arising out of or connected with: (a) The construction of improvements under this Application, (b) Any non-compliance with the Architectural Design Standards (ADS), the Declaration of Covenants, and/or this Application, or (c) Any damage caused to Association Property or expense incurred by the Association, or to its property by any act of ours, or contractors, subcontractors, employees, or agents, arising out of or connected with the construction pursuant to this Application.

\_\_\_\_\_  
Signature of Owner

\_\_\_/\_\_\_/\_\_\_  
Date



Parcel \_\_\_\_\_ Lot \_\_\_\_\_  
 Address \_\_\_\_\_  
 Homeowner \_\_\_\_\_  
 (H) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 (C) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_



## ARC Application Checklist

|   |                  |                     |                     |                  |                 |         |        |
|---|------------------|---------------------|---------------------|------------------|-----------------|---------|--------|
| <b>Project Type(s) :</b> <small>(circle all that apply)</small> |                  | House               | Pool                | Above Ground Spa | Screen Encl. Rm |         |        |
| Screened Covered Porch  | Addition         | Fence               | Re-roofing          | Painting         | Front door      | Gutters | Awning |
| Hurricane shutters  | Driveway changes | Landscaping (minor) | Landscaping (major) | Outdoor kitchen  |                 |         |        |
| Exterior Lighting   | Solar Panels     | Security Camera(s)  | Satellite dish      | Swing Set        | Play Structures |         |        |
| Generator   | Metal Gate       | Fountain            | Patio               | Other:           |                 |         |        |

The following items have been supplied in order to complete the application:

- Approval Letter from Parcel POA
- Completed ARC Application form
- Check made payable to MMMA - Amount \$ \_\_\_\_\_
- Contractor's Certificate of Competency (for subcontractors who are not GCs).
- Contractor's State of Florida Contractor's License
- Contractor's Occupational License (from City of Palm Beach Gardens)
- Contractor's General Liability Insurance (with MMMA & Lang Management made "additional insured")
- Contractor's Florida Workers Compensation Insurance or FL approved Exemption form (with MMMA & Lang Management made "additional insured")
- Drawings, sketches, catalog pages, specs. and/or Proposal stating work & specs
- Sample(s) (If applicable and/or required)
- Photographs of existing and surrounding conditions (see Manual for what the photos should and should not show)
  
- Other: \_\_\_\_\_

The ARC Administrator acknowledges that this Application is complete as of the date noted below, and meets the Submittal Requirements noted in the Manual.

\_\_\_\_\_ Date \_\_\_\_\_ ARC Administrator signature

Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_