

**DUNLAWTON HILLS/SHALLOWBROOK HOMEOWNERS' ASSOCIATION**  
**ARCHITECTURAL SUBMITTAL FORM**

(Revised 1/03)

**NO WORK IS TO BE PERFORMED WITHOUT APPROVAL OF ACB:**

The Architectural Control Board (ACB) has thirty (30) days from the date of this application is received by the owner submitting same or Board of Directors to either approve or disapprove the request. Failure of the ACB to respond within that time period is deemed to be approval. An appeal of disapproval may be filed, in writing, by the owner with the Board of Directors within ten (10) days of receipt of the disapproval.

**REQUIREMENTS**

- \*ACB Submittal Form must be signed by Owner.
- \*Port Orange City Permit must be attached to Submittal Form.
- \*Survey copy must be attached to Submittal Form.
- \*Drawing of work to be done must be attached to Submittal Form.
- \*ACB to inspect job site prior to any and all approvals.
- \*Majority of ACB members must sign application.
- \*All work must be completed within ninety (90) days of approval by owner.
- \*All final Submittal Forms to be provided to Management, along with attachments.

**PLEASE COMPLETE ALL BLANKS**

Community: \_\_\_\_\_ Phase: \_\_\_\_\_ Lot: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Submittal: (Please check one)

Addition/Modification: \_\_\_\_\_ Fence: \_\_\_\_\_ Tree Removal: \_\_\_\_\_ Other: \_\_\_\_\_

Port Orange Permit #: \_\_\_\_\_

Specifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE RECEIVED BY ACB

**FOR ACB USE ONLY**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Explanation/Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
ACB SIGNATURE

\_\_\_\_\_  
DATE

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ACB SIGNATURE

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ACB SIGNATURE

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DATE