



Name of Property Owner: _____

Address of Property Owner: _____

Legal Description: _____

Physical Address of Site: _____

Email: _____ Phone: _____ Home Cell Work

Name of Sign Contractor: _____

Address of Sign Contractor: _____

In accordance with the Design Control Board criteria, Declaration of Covenants, Conditions and Restrictions, and the Association of Poinciana Rules and Regulations, Installation must conform exactly to this approval and the Association’s guidelines. Any variance could result in violations and/or fines. I hereby request consent to add a sign to my property as described below:

Describe the sign and location:

I hereby understand and agree to the following conditions:

1. No work will begin until written approval is received from the Association.
2. Attached is a copy of the property survey that shows the locations of the proposed sign. Attached are pictures, drawings, and a sample of material for review by the Design Control Board.
3. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself minimizing interference and inconvenience to residents.
4. I assume all liability and will be responsible for any and all damages to other lots and/or common areas, which may result from the performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors, and employees connected with this work.

EMAIL TO: DCBPoinciana.FL@fsresidential.com FAX NUMBER: 863-313-9233

OR MAIL APPLICATION TO: 2190 Marigold Ave, Poinciana FL 34759 PHONE NUMBER: 863-427-0900 EXT. 609



6. I am responsible for complying with all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.

7. I will be notified in writing when the application is either approved or denied. Not receiving approval does not waive the requirement to have written approval before work begins.

8. Pending applications will have 2 weeks from the review date to be re-submitted along with missing information/documents. Failure to re-submit within the time allotted will result in an expired application; a new application must be submitted for review.

9. Within 7 calendar days of completing the approved project, the owner must submit color pictures of the completed change along with a copy of the original approved ARC request form.

10. Prior to commencing any construction, a county building permit must be obtained, and a copy must be provided to the Design Control Board Department.

11. Two (2) sets of structural design plans, showing all dimensions of the sign, signed and sealed by a Florida registered engineer if the sign structure is over ten feet (10') in height or thirty-two square feet (32') in size; Two (2) site plans, including property dimensions, correct setbacks for a proposed sign, location of existing signs including height, size and setbacks, and whether they are being removed, and location of driveways; Applications for wall signs shall include two (2) elevation plans for each proposed sign, showing the proposed sign face(s) in scale.

12. I and/or my assign (s) have read the requirements set forth above and have understood that compliance with the Master Signage Criteria is my/our responsibility without further notification from the Association of Poinciana Villages, Inc. (APV). I/We will abide by the terms set forth in the Master Signage Criteria.

DID YOU INCLUDE ALL REQUIRED APPLICABLE ITEMS?

- Signed Application.
- Picture or Drawing.
- Official Property site plan with location of the sign.
- Written consent from the property owner.
- Vendor proposal indicating height, shape, materials & colors to be used.
- Required items from paragraph #11

Signature of Owner(s): _____ Date: _____

Signature of Assign or Contractor for Property Owner: _____ Date: _____

Date Received by Staff Member: _____