Del Webb® eTOWN®

HOA Architectural Review Committee
ARC Newsletter – Volume 18 – April 2026
dwetarc@gmail.com

Project Applications: Missing Items and Info

If you fail to provide any of the required items or information with your project application, it will result in a delay in our review of your project, as we can't review the application until we have all of the supporting documentation. The more information that you provide with your application, the faster we will be able to get your project approved so you can start working on it. Take your time up front and provide us with what we need to see to avoid delays. See the section at the bottom for a link to resources to assist you. The following are common items that are missing from Architectural Review Applications:

1. **Latest survey** of the property showing the exact location of the proposed improvement. **Mark the areas of the proposed modifications on the survey.**

2. **A written explanation** must be provided explaining all aspects of the project. **Be as detailed as possible** to ensure that you explain all aspects of the project including the location and types of all modifications.

3. **Complete set of plans and/or drawings with specifications (should be drawn on the survey with an attachment if needed)**. Information contained in these plans and drawings must show the specific **nature, kind, shape, height, materials, color scheme and location of the requested change or alteration.**

4. **Provide the detailed project specifications (type, color, size, style) of all modifications** (e.g. "2 inch smooth dark black stones (Mexican Beach Pebbles) to be placed in the two front garden beds (with no change in bed size) replacing the mulch."; e.g. "Oldcastle gray decorative concrete landscape edging border – 10.5 " L x 3.5" W x 5.25" H" – to contain the stones placed in the two front garden beds.")

5. **Provide pictorial samples (pictures) of modifications requested.** Provide a picture or other visual image/depiction of every requested item – plants, rocks, landscape edging border, etc.

6. **Let us know if you are doing the work yourself or provide the contractor's name and contact information.** If applicable, complete/sign the Construction Impact Deposit (CID) form and provide your deposit fee to the clubhouse office.

7. **Provide pictures of <u>current areas</u> to be modified** (current garden beds to be landscaped, areas to be painted, lanai / patio area to be screened or extended, areas where trees, generators, or other modifications will be placed, etc.). **Make sure we can see the entire project and surrounding areas, including the proximity of the areas to your neighbor's Lot.**

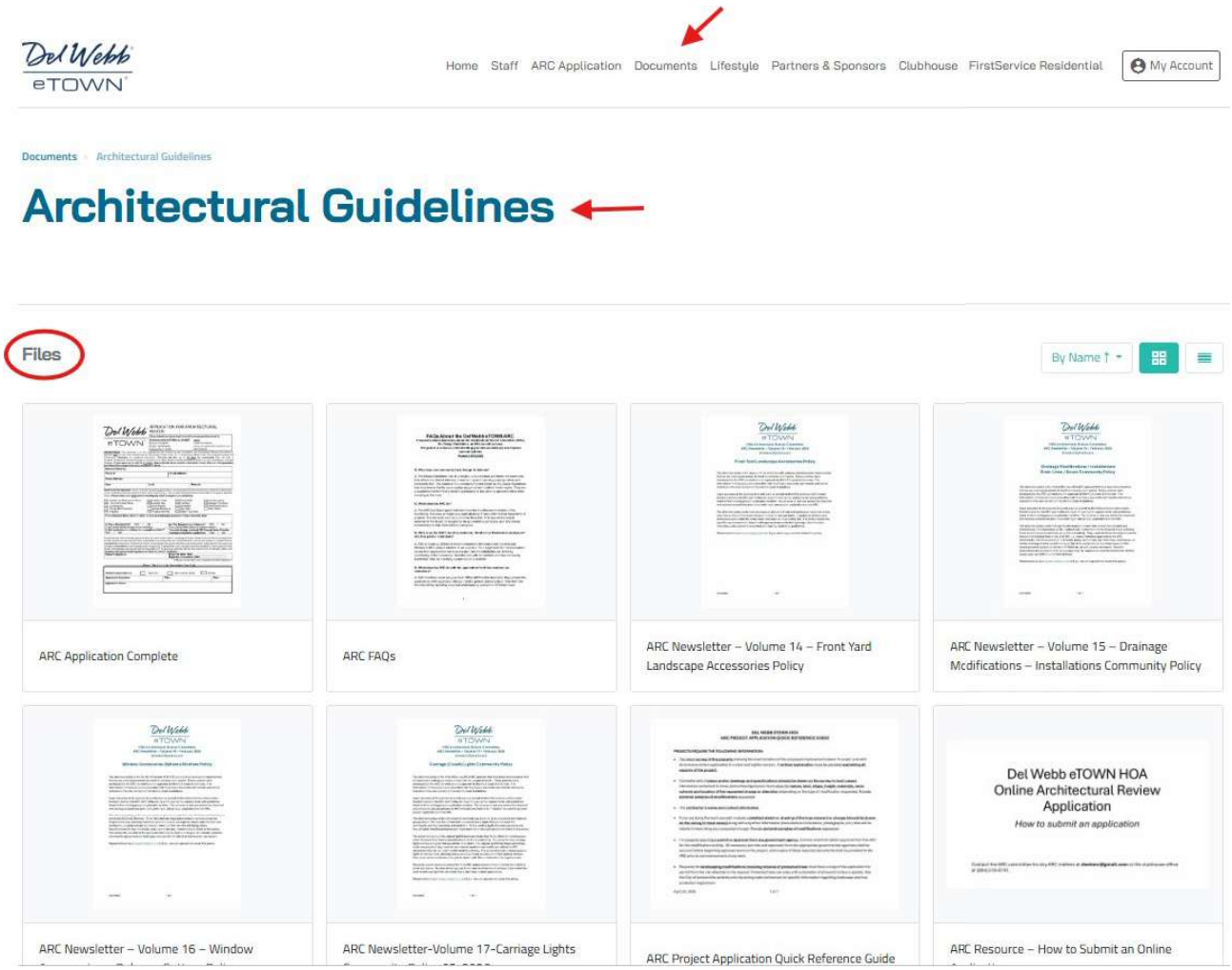
8. **Provide the landscape screening plan (hedges or Hardie Board screening)** for generators, Mini Split A/Cs, pool equipment, etc. See the Architectural Guidelines for requirements.

9. **When uploading documents** on the Online Architectural Review Application system, **pictures of items taken with smart phone cameras should be taken using a scanning app like CamScanner to ensure clarity** of the documents. <u>Blurry or unclear items will be requested again in a readable format.</u>

10. **When your project is complete, contact the ARC (via email) or the office to let us know so we can schedule the final inspection**.

Architectural Review Application Resources

The Architectural Guidelines (including the Color Matrix), ARC Application and Checklist, Instructions for using the Online Architectural Review Application system, Project Application Quick Reference Guide, and much more can be found on the HOA website in the Architectural Guidelines Documents folder at https://www.delwebbetownhoa.com/. **If you do not have access to this website, please contact the office for assistance at (904) 519-8741**.



Please contact us if you have any specific questions regarding your application or any general ARC questions. Email us at **dwetarc@gmail.com.** You can also call the office at **(904) 519-8741**. We are here to help!