Gulf Coast Association Management

ARCHITECTURAL REVIEW COMMITTEE

How to Submit an ARC Request

A step-by-step guide to requesting approval for exterior changes to your home or lot. Every request has two parts: the **online request** in the Gulf Coast owner portal and your **signed written application**, uploaded with it.

PLEASE SUBMIT THROUGH THE PORTAL

Applications sent by email to our general inbox will only delay processing.

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Before you start

What needs approval and where to find your application

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Submit in 6 steps

Screen-by-screen walkthrough of the portal

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After you submit

How your request is reviewed, the decision and next steps

The golden rule: get written approval before you start any exterior work, order materials, or sign a contract you can't cancel.

Before you start

Any change to the exterior of your home or lot needs ARC approval before work begins, including your back yard. **In a condominium, interior changes to your unit also require an application.** Check your community's architectural guidelines under **Documents** in the portal first.

Not sure if you need an application? Confirm with the management company, Board of Directors or committee before you start.

Needs approval (examples)

- Exterior paint, door or trim colors
- Fences, pools, screen enclosures, patios
- Additions, sheds, pergolas, generators, solar
- Hurricane shutters, impact windows and doors
- Roof, windows, exterior and garage doors
- Pavers and driveways
- Landscaping changes and tree removal
- Condos: interior changes to your unit

HOAs only: interior changes that can't be seen from the street, a neighbor's lot, a common area or a golf course don't need ARC review.

Have these ready

Upload as PDF, PNG or JPEG · 25 MB total

- [ ] **Required:** your completed and signed written application (how to find it: page 3)
- [ ] Name of the company doing the work
- [ ] **Survey** with the improvement drawn to scale. **Required** for landscaping, pavers, driveways, fences, pools, screen enclosures, additions and any change to the structures or lot lines shown on your survey. Other projects: drawings or photos of your plan.
- [ ] Contractor's certificate of insurance and occupational license, where applicable
- [ ] Building permit, if you already have one. You don't need a permit to apply; approval may depend on getting one.

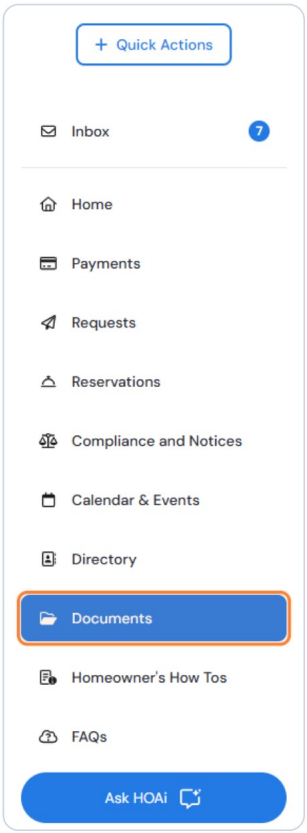
! **Submit everything through the portal.** Applications sent by email will delay processing. Don't start work until you have **written approval**; unapproved work may have to be removed or changed at your expense.

Get your blank application

Every online request must include your **signed written application**. The blank forms are stored in the portal under **Documents**. Download yours, fill it in and sign it before you start, then upload it in Step 5.

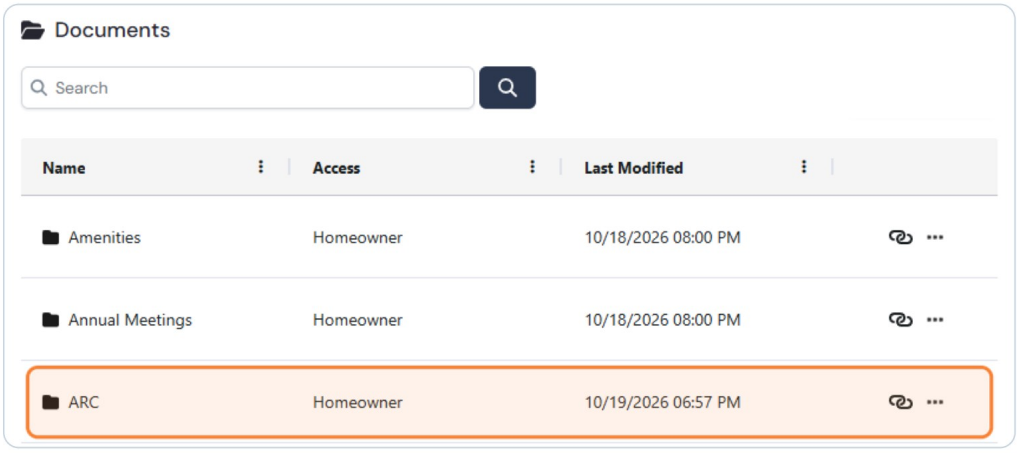
A Click Documents

In the menu on the left, click **Documents** to see your community's folders.



B Open the architectural folder

Open the folder that holds your community's architectural guidelines and forms. In most communities it's the **ARC** folder; names can vary.



C Fill in, sign and save

Download the application for your project. Some communities have a separate one for each type of work, such as roof, pool or painting. The forms are **fillable PDFs**. Type your answers into the form, then sign it one of two ways: **(1)** sign electronically with a signature app, or **(2)** print it, sign by hand, and scan or photograph it. A typed name is not a signature. Save the signed application so it's ready to upload.

Tip: The same folder usually holds the architectural guidelines. Read them before you plan your project; they list approved colors, materials and setbacks.

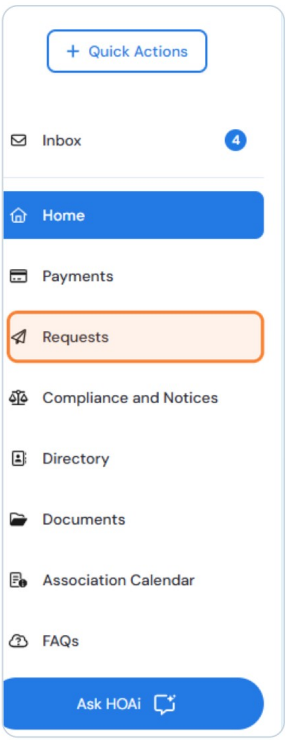
Submit your request

1 Open Requests

Log in to the Gulf Coast owner portal. In the menu on the left side of the screen, click **Requests**.

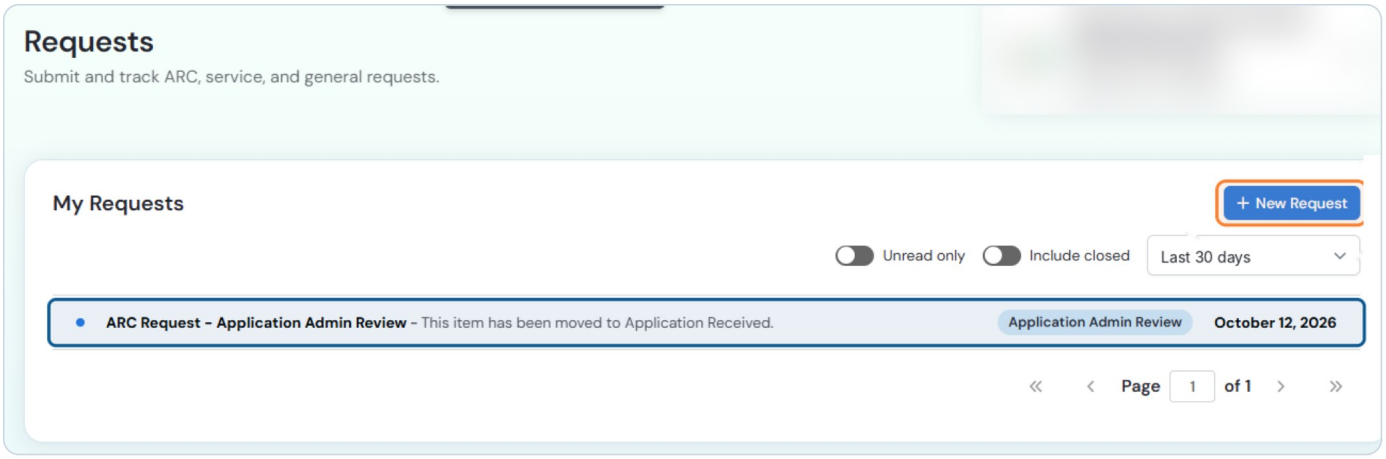
The Requests page is where you submit and track ARC, service and general requests.

Before you begin: have your signed written application (page 3) and other documents saved on your computer or phone. You'll upload them all with the online request.



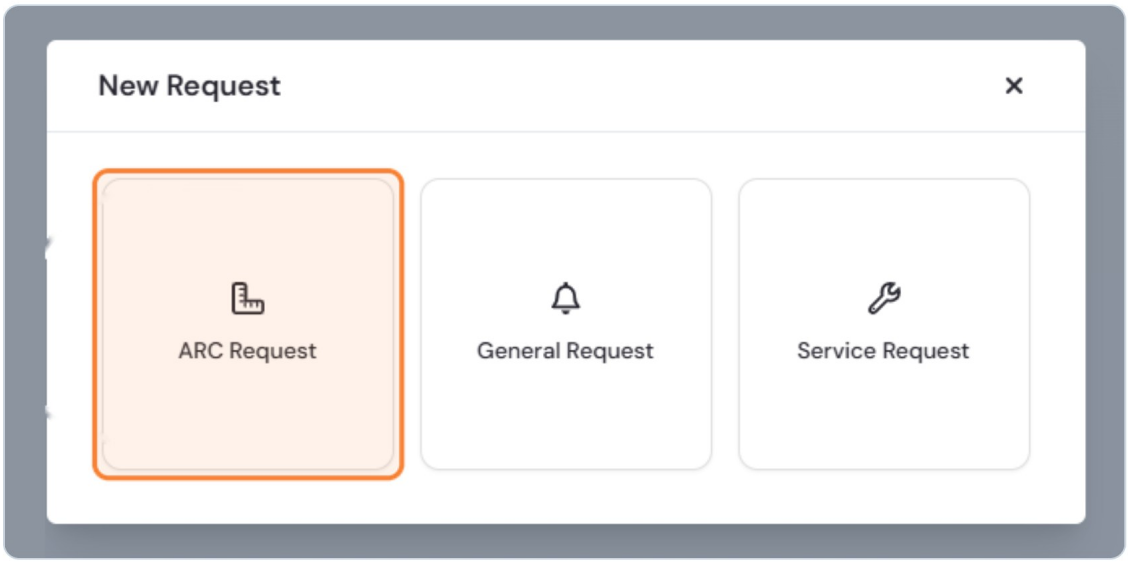
2 Click + New Request

The blue **+ New Request** button is at the top right of the My Requests box. Below it (outlined in blue), each request you've submitted is listed with its **current status**, such as Application Admin Review.



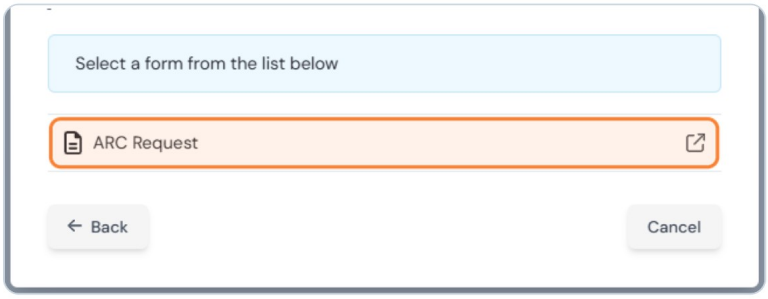
3 Choose ARC Request

A box opens with three choices. Pick **ARC Request** for any exterior change. General and Service Requests are for other questions and maintenance.



4 Read the instructions, then open the form

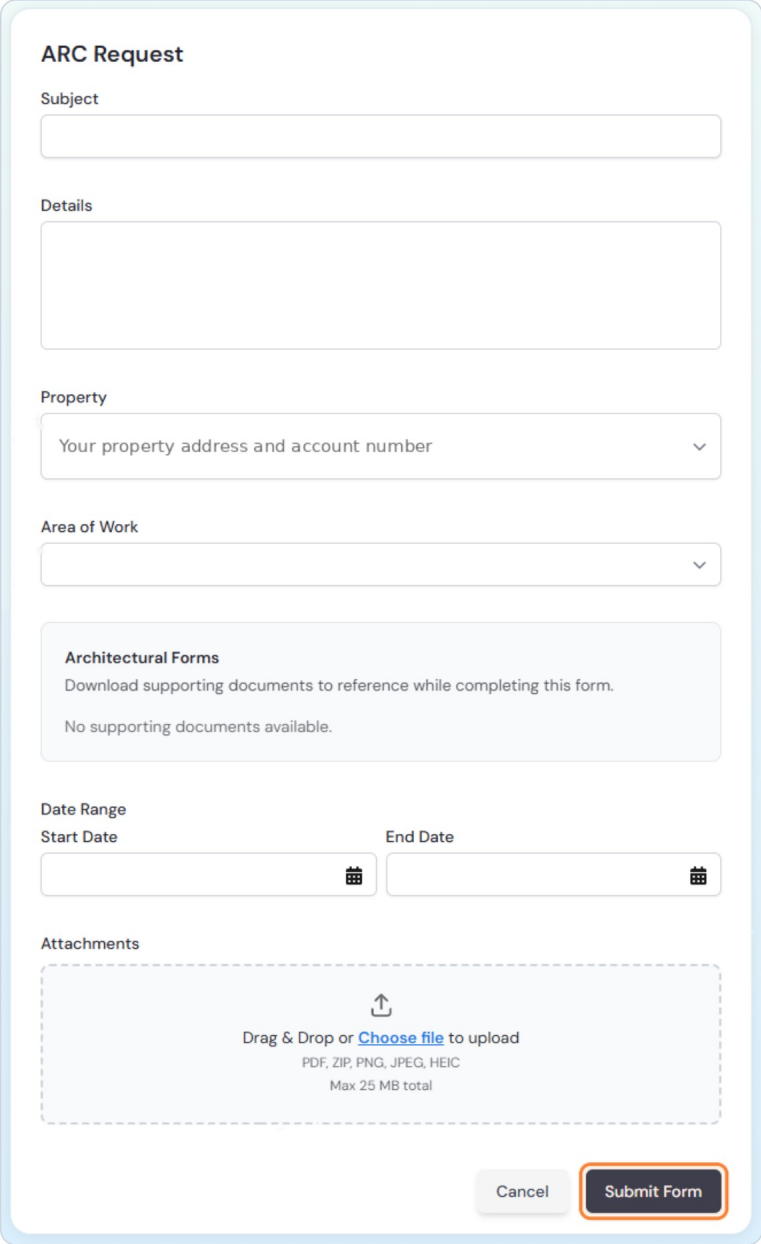
Your community's instructions and checklist appear first. Read them, scroll down, and click **ARC Request** under "Select a form from the list below."



By submitting, you agree:

- No work starts before written approval
- Unapproved work may have to be removed
- Approval covers the request exactly as presented; changes need new approval
- City or county code costs are yours
- The committee has the time set in your governing documents to respond

5 Fill in the form



Subject
A short title, like “Replace front landscaping.”

Details
What you’re changing, where on the lot, materials, colors, and who’s doing the work.

Property
Select your home’s address.

Area of Work
Pick the closest category, such as Landscape Plants.

Start and End Date
When you expect work to begin and finish.

Attachments
Drag and drop, or click **Choose file**. **Required: your signed written application.** Add everything else on your checklist (page 2). 25 MB total.

6 Click Submit Form

The dark **Submit Form** button is at the bottom right. Your request then appears under My Requests on the Requests page.

After you submit

How your request is reviewed

1. **Management checks for completeness.** The management team reviews your online request and uploaded documents.
2. **More information, if needed.** If anything is missing, you'll be notified of what's needed. Review continues once it's received.
3. **Sent to the ARC.** Once all documents are received, your request goes to the Architectural Review Committee.
4. **The committee reviews.** All committee members review and discuss your request against the community's written guidelines.
5. **You're notified of the decision.** The committee chair submits the final decision, which sends your notification with the decision (approved, approved with conditions, or denied) and the details of your request.

Follow each step under **Requests › My Requests** and in your **Inbox**. Turn on **Include closed** to see past requests.

If your request is denied

- The decision must name the specific rule relied on and the part of your request that doesn't meet it.
- You can revise your plans and submit a new request.

Once you're approved

- Do the work exactly as approved; any change needs new approval.
- Get any required building permit before starting.
- Tell your manager when work is done; a final inspection may follow.

Questions?

Submit a **General Request** in the portal (Requests › + New Request › General Request). Submit applications and questions through the portal only; emailing them will delay processing.

Trouble using the portal?
CAM@choosegulfcoast.com