

REQUEST FOR ARCHITECTURAL REVIEW FOR ALTERATION OR ADDITIONS
Your request must be received by management at the address above for delivery to ARC.

OWNER'S NAME: _____
OWNER'S MAILING ADDRESS: _____
PROPERTY FOR ARC REQUEST: _____
DATE SUBMITTED: _____ DAYTIME PHONE: _____ CELL: _____ FAX: _____
EMAIL: _____
WHAT TYPE OF ALTERATION OR ADDITION (DESCRIBE IN DETAIL):

NOTE: Any exterior additions requires a COPY OF YOUR SURVEY and site plan with requested addition (changes).
PLEASE NOTE: Approval by the Association does not guarantee that any erected fence or structure will not encroach a neighboring property. Association will not be held liable for any such encroachments nor costs associated with moving an installed fence due to this approval.

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

1. Plans or drawings from the vendor (be sure they are licensed and insured to protect yourself!)
2. Materials to be used such as paint color (paint chips must be attached with this form)
3. Description of project, estimated date of commencement.
4. Driveway changes require survey and site plans.

OTHER INFORMATION YOU WANT THE COMMITTEE TO CONSIDER WHEN REVIEWING THIS REQUEST:

CONTRACTOR/VENDOR INFORMATION:

COMPANY NAME: _____ PHONE: _____
ADDRESS: _____ CITY _____ STATE _____ ZIP _____
LICENSE NUMBER: _____ PERMIT NUMBER: _____ DATE ISSUED _____

Note: **Only the PROPERTY OWNER as listed on the title to the property may request any architectural changes.**
If a contractor is hired it is the owner's responsibility to be sure they have proper insurance and licensing for the work being done. It is also the owner's responsibility to ensure permits are obtained through the City of Jacksonville prior to starting work and for forwarding final inspection reports to the association upon completion.

Please note this approval is for architectural review purposes only! This approval does not overrule any Federal, State or Local governing agencies, regulations, permits requirements, etc. It is the responsibility of the property owner to obtain and comply with such. The Association is released from all boundary line disputes. The owner is responsible for obtaining their survey to confirm lot lines and easements PRIOR to starting any work.

NOTE: If Approved, this project must be started within **90 DAYS** from the date of this approval of this approval will be considered null and void requiring resubmission of such request. **The ARC has 10 DAYS from the date of receipt to accept or decline the request.**

FOR ARCHITECTURAL REVIEW USE ONLY – DO NOT WRITE IN THIS AREA

Review date: _____ Reviewed by: _____
Comments: _____
Approved: _____ (YES/NO) or Reason for Disapproval: _____
If application sent back to owner for further information/consideration, on what date: _____
Permit Required? (YES/NO) If required, was copy submitted? (YES/NO)
Final Inspection Date: _____ Did project comply with application (YES/NO)
If no, what action is to be taken? _____

