

# **ARCHITECTURAL REVIEW COMMITTEE SUBMISSION FORM**

c/o BCM Services, Inc. | 920 3<sup>rd</sup> Street, Ste B. Neptune Beach, FL 32266

## **1. PLEASE COMPLETE THE BELOW**

Owner Name(s): \_\_\_\_\_

Community Name: \_\_\_\_\_

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

Phone # \_\_\_\_\_ Lot # \_\_\_\_\_ **LAKEFRONT LOT:** Yes or No

E-mail: \_\_\_\_\_ **CORNER LOT:** Yes or No

Contractor \_\_\_\_\_ Email \_\_\_\_\_

## **2. PLEASE SELECT THE CATEGORY OF THE REQUEST** (Please note site survey is required except for color changes.

Also not all community guidelines authorize the below. Please refer to your guidelines to see what is approved.)

- |  |   |
|--|---|
| <input type="checkbox"/> ROOF / SOLAR PANELS | <input type="checkbox"/> DOORS / WINDOWS                  |
| <input type="checkbox"/> FENCE               | <input type="checkbox"/> POOL / SPA                       |
| <input type="checkbox"/> SCREEN ENCLOSURE    | <input type="checkbox"/> LANDSCAPE PLAN / TREE REMOVAL    |
| <input type="checkbox"/> COLOR SELECTIONS    | <input type="checkbox"/> DRIVEWAY EXTENSION / PAVER PATIO |
| <input type="checkbox"/> STRUCTURAL ADDITION | <input type="checkbox"/> WELLS / RETENTION WALLS          |
| <input type="checkbox"/> SHED / PLAYSET      | <input type="checkbox"/> BASKETBALL HOOP                  |
| <input type="checkbox"/> SATELLITE DISH      | <input type="checkbox"/> FLAG POLE                        |
| <input type="checkbox"/> GENERATORS          | <input type="checkbox"/> PERGOLA / GAZEBO                 |

**OTHER:**

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## **3. TERMS & CONDITIONS**

### **I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:**

1. No work will begin until written approval is received from the Association.
2. I assume all liability for any and all damages to other lots and/or common areas, which may result from performance of this work.
3. 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.
4. Contractors are to be licensed and insured, if applicable. Job site will be cleaned up daily. Vehicles and/or materials will not be blocking sidewalks, driveways or roadways.
5. Decision times will vary per your Association's Covenants and Restrictions. I will be notified in writing via email or mail when the application is either approved or denied. Not receiving an approval does not waive the requirement to have written approval before work begins.

## **4. INITIAL BELOW THAT YOU INCLUDED ALL REQUIRED ITEMS** (Failure to include will result in denial.)

- \_\_\_\_\_ Copy of the plat / lot survey with the location of the changes clearly drawn and labeled
- \_\_\_\_\_ Vendor proposal showing shape, height, materials and color to be used and the location
- \_\_\_\_\_ Color samples / pictures of the home showing example of intended change
- \_\_\_\_\_ If your Association has a specific form and/or a fee, please submit with submission

In accordance with the Declaration of Covenants, Conditions and Restrictions and the Association's Rules and Regulations, if applicable, installation must conform to Association's guidelines. I hereby request your consent to make the following changes, alterations, renovations and/ or additions to my property as referenced herein and/or attached:

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_