

# REQUEST FOR ARCHITECTURAL REVIEW FOR EXTERIOR ALTERATION

## Instructions

If you have any questions concerning this request application, please refer to the Covenants and Restrictions. You can also contact the management company for clarification.

The below Architectural Review Request form for Exterior Alteration must be completed by the property owner as listed on the title, submitted to the Board, and approved before any work may commence on the property. The association has **DAYS** from the date this request is received to act on this request, though it may not necessarily take this long, so please plan accordingly.

This form must be completed and submitted in its entirety, which means all information must be included, i.e. plans of alteration, drawings, copy of property survey indicating location of any addition, paint color samples, etc. We will accept colors from major name brands (i.e. Sherwin-Williams, Behr, Benjamin-Moore) as well as colors from vendors with online color samples. (**Note: You may not always be able to repaint your house with same colors as those currently existing.**) The application will be rejected if it is not complete. The request may be submitted by scanning the document and e-mailing it to [ARC@TheCAMTeam.com](mailto:ARC@TheCAMTeam.com) or mailed via USPS mail to the management company.

**NOTE:** Fencing, storage sheds, decks, patios, and other exterior additions require a copy of your property survey with the requested addition drawn on the plan. Fencing **MUST** be installed with the smooth side facing out and the anchor posts **INSIDE** the fencing. Corner lots have special requirements as to location and lake lots may have special requirements as to style and height. Please refer to the Covenants and Restrictions for more information. Also, note that a request to replace fencing with the same style **DOES NOT** guarantee an approval.

**WARNING:** 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 encroachments nor costs associated with moving an installed fence due to this approval.

It is also an owner's responsibility to ensure City of Jacksonville building permits are secured as per Municipal Code 320.408 prior to starting work and for forwarding final inspection reports to the association upon completion. Storage shed requests must include a stamped city of Jacksonville permit on the drawing submitted. See attached page regarding storage shed permits. Storage sheds must be installed closer to the house than the lake on any lake lot and the rear of any property must be enclosed by fencing before a shed may be approved for installation.

The management company will review the request and ensure that it has been filled out properly. If not, you will be requested to submit any additional information or documents. Your request will then be forwarded to the Board for review. Once approved or denied, the Board will notify the management company of its decision, after which the management company will notify the owner by phone and through written correspondence.

**NOTE: IF APPROVED,** this project must be started within **90 DAYS** from the date of this approval (unless otherwise stated on approval letter) or this approval will be considered null and void requiring a resubmission of another package for approval.

**DO NOT START WORK WITHOUT WRITTEN APPROVAL FROM THE ASSOCIATION**

## **SHED PERMIT**

To get a permit for a residential shed, appear in person at 214 Hogan Street, 2<sup>nd</sup> floor, between 7:00 a.m. and 3:00 p.m. Monday through Friday. Bring proof of your Homestead Tax Exemption and a photo ID. If the shed is larger than 150 sq. ft., you will need to bring two copies of your scalable certified survey (a map of your property that you should have received at closing) and plans for the shed. If the shed is 75 sq. ft. or less, no permit is needed.

The copy of the certified scalable survey or the site plan should be modified to show the location of the proposed shed. Draw the outline of the floor plan to scale and show dimensions from at least two adjacent property lines. Detached structures must be at least 5 ft. from side and rear property lines in most zoning districts. However, if the shed is less than 5 ft. from the house, it must meet the more restrictive setback requirements the house is required to meet.

If the shed is over 150 sq. ft., you will need building plans that are engineered in accordance with the Florida Building Code, the IBHS Guideline for Hurricane Resistant Residential Construction, the ANSI/AF&PA Wood Frame Construction Manual for One- and Two-family Dwellings, the FC&PA Guide to Concrete Masonry Residential Construction in High Wind Areas, or the WPPC Guide to Wood Construction in High Wind Areas. Site built sheds also require Product Approval Information Sheets and truss engineering reviewed and approved by the shed engineer, if pre-engineered trusses are used. The signature and seal on the plans do not necessarily have to be original for pre-manufactured buildings if the manufacturer has originals mastered with the Building Inspection Division. Ask the seller of the building if the plans are mastered. If the seller doesn't know, the plans are not mastered. Building plans that have been reviewed by the Department of Community Affairs (D.C.A.) will include a copy of the D.C.A. Plans Examiner's stamp and signature, except the foundation plan which must have the original engineer's seal and signature. Two copies of all documents are required.

When you arrive at the permitting office, pick up a Building Permit Application and a Property Owner Disclosure at the Plans Review counter. Complete the application and proceed to the Zoning counter. Zoning will review the scalable survey for compliance with the requirements of your zoning district.

Next, go to the Development Services counter. They will review the scalable survey for flood zone, city easement, and city right of way issues.

Next, go back to the Plans Review counter. The Permit Assistant will input your application information into the permitting system and create a permit number for you. They will complete the processing for sheds of 150 sq. ft. or less.

If the shed is larger than 150 sq. ft. you will be directed to the Small Projects Plans Examiner. They will review all of the building plans, assign the required inspections, give final approval to the Building Permit Application, and give you a payment slip to take to the Tax Collector. You will also get one of the two sets of plans back with approval stamps, signature, and permit number. You may use cash, personal check, or MasterCard or Visa to pay for the permit. After you pay, the Tax Collector will give you the actual building permit.

The permit fee for sheds 150 sq. ft. or larger is \$60.00. These small sheds do not require inspection. The permit fee for sheds requiring only one inspection is \$100.00. The permit fee for sheds requiring multiple inspections is \$150.00 minimum. All permit fees are subject to minor surcharges.

If the cost of construction (appears on the Building Permit Application) exceeds \$2,500.00, then a Notice of Commencement is required. The notice is signed by the property owner and recorded at the Clerk of the Court in room 216. There is a \$10.00 fee to record a one-page document. A copy of the recorded notice displaying the permit number is then delivered to the Information counter or faxed to 255-8552.

Reference [bulletins](#) G-19-01 and G-14-05.

C/O The CAM Team  
2233 Park Avenue Suite 103, Orange Park, FL 32073  
(P) (904) 278-2338  
Email: ARC@TheCAMTeam.com

<b>OFFICE USE ONLY</b>

## REQUEST FOR ARCHITECTURAL REVIEW FOR EXTERIOR ADDITION

**Owner Name:**

<b>Property Address:</b>	<b>Unit #:</b>	<b>Lot #:</b>
<b>Owner's Mailing Address:</b>		
<b>Daytime Phone:</b>	<b>Alternate Phone:</b>	
<b>Email Address:</b>		

<b>Request Type:</b>	
<b>Other:</b>	

<b>Color:</b>	
<b>Materials to be Used (wood, glass, vinyl, pavers, etc.):</b>	
<b>Other:</b>	



### Installer/Vendor Information

Project to be Completed By:		
Company Name:		
Company Address:		
License #:	Permit #:	Date Issued:

**Note: If a contractor is hired, it is an owner's responsibility to ensure they have the proper licensing and insurance for the work being undertaken. It is also an owner's responsibility to ensure City of Jacksonville building permits are secured as per Municipal Code 320.408 prior to starting work and for forwarding final inspection reports to the association upon completion.**

### Additional Notes

Any approval given by the Association is for **ARCHITECTURAL REVIEW PURPOSE ONLY** and does not overrule any Federal, State or Local governing agencies regulations, permit requirements, etc., for the desired modification. It is the sole responsibility of the property owner to obtain and comply with such regulations and requirements as well as the setbacks on the property.

### Additional Document Submission

<input type="checkbox"/> Property Survey Attachment Included	<input type="checkbox"/> Color Samples Included
<input type="checkbox"/> Plans, Drawings, Sketches, etc. Included	<input type="checkbox"/> City Permit Included
<input type="checkbox"/> Other Attachments Included	

### Owner Understanding & Submission

**I have read, understood, and agree to all of the conditions and instructions listed above and I agree to abide by the decisions of the Board of Directors for the Association.**

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**SIGNATURE**

**DO NOT START WORK WITHOUT WRITTEN APPROVAL FROM THE ASSOCIATION**

## FOR ARCHITECTURAL REVIEW USE ONLY

<b>Additional Coordination Required?</b>	<b>Review Date:</b>
<b>Reviewed By:</b>	
<b>Conditions of Approval:</b>	
<b>Conditions of Disapproval:</b>	
<b>Comments:</b>	
<b>Reason Application Cannot Be Processed:</b>	
<b>If application is initially rejected and sent back to owner for further information, date application was sent back to owner?</b>	
<b>Permit Required?</b>	<b>If required, was copy submitted?</b>
<b>Pre-Project Photo of House/Property?</b>	<b>Photo Number(s):</b>

## PRE-PROJECT PHOTO(S)

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## FINAL INSPECTION OF COMPLETED PROJECT

<b>Deadline to Complete Project:</b>	
<b>Date Final Project was Inspected:</b>	<b>Inspected By:</b>
<b>Did Final Project Comply With Approved Application?</b>	
<b>If No, Action Taken:</b>	
<b>Date Final Project was Re-Inspected:</b>	<b>Inspected By:</b>
<b>Did Final Project Comply With Approved Application?</b>	

