

Community Name: _____

A Deed Restricted Community

ARCHITECTURAL REVIEW COMMITTEE SUBMISSION FORM

Any modifications to your property must be submitted to the Architectural Review Committee for approval PRIOR to any work or modifications being constructed on your property. Please allow between two and four weeks for complete processing. Include complete descriptions, dimensions, style, type drawings, materials being used, colors etc. The more information you can provide will help expedite your application. Please attach a copy of a site survey of your property showing the location of the modification in relation to other structures. The site survey should be marked with "X" plotting the location of fences. Homeowner(s) are responsible for compliance with all applicable Saint John's County ordinances and permits if application is approved.

Date Submitted _____ Homeowner Fax: _____

Owner(s): _____ Phone Number: _____

Property Address: _____ City: _____ Zip: _____

Lot #: _____ Unit #: _____ County: _____

Mailing Address if different from above: _____

LAKE FRONT LOT: Yes or No

CORNER LOT: Yes or No

Contractor: _____ Phone Number: _____

ITEMS FOR REVIEW

- _____ Building Elevations
- _____ Color Selection
- _____ Door(s)
- _____ Drainage Plan
- _____ Fence
- _____ Floor Plan

- _____ Landscape Plan
- _____ Mailbox
- _____ Structural Addition
- _____ Swimming Pool
- _____ Windows
- _____ Other

Other: _____

<u>FOR OFFICE USE ONLY</u>	STATUS
Date Received: ____/____/____ Received by: _____	____ Approved ____ Denied
Approved or Denied By: _____ Please Print	Signature: _____
Approval Conditions (If Applicable): _____ _____	
Corrections Needed (If Denied): _____ _____	

Return To:

Total Professional Association Management, 100 State Rd 13N Suite A, Saint Johns, FL 32259

(904) 295-3921 | ARB@tpam.biz

ARCHITECTURAL REVIEW APPLICATION REQUIREMENTS

PLEASE CAREFULLY REVIEW THE APPLICATION AND ENSURE YOU HAVE FULLY COMPLETED IT AND INCLUDED THE NECESSARY SUPPORTING DOCUMENTATION

- Homeowner signature(s) on the application
- Written description of project(s) on the application
- Contractor information
- Review Fee (if applicable) – Please see application for specific community requirements.
- Deposit (if applicable) – Please see application for specific community requirements

Project	Requirements	Project	Requirements
Roof Replacement	<ol style="list-style-type: none"> 1. Picture of home 2. Sample Photo of Shingle 3. Shingle color & style 	Solar Panels	<ol style="list-style-type: none"> 1. Picture of home 2. Model specifications of solar panels 3. Photo Sample of Solar Panels 4. Boundary survey with panel locations marked on home & location and measurements for any exterior equipment such as batteries.
Fencing	<ol style="list-style-type: none"> 1. Picture of backyard 2. Sample picture of the fencing Boundary Survey marking the location, measurements of the fence & all gates on the property 3. Please refer to the community guidelines for the allowed fence types. 	Landscaping	<ol style="list-style-type: none"> 1. Picture of home 2. Picture of existing landscape 3. List of plants and sample photos 4. List of landscape materials to be used with sample photos (Edging, stone, ground cover, etc.) 5. Boundary survey marking location & measurements of proposed changes
Pool Installation	<ol style="list-style-type: none"> 1. Rendering and/or drawings of proposed pool design with measurements, including pool equipment. 2. Sample photos and information for coping, pool deck, tile, and pool interior 3. Boundary Survey marking proposed location of pool with measurements and distances from the property line to edge of pool deck 4. Provide information on how the pool equipment will be screened from neighboring lots & street. Must use approved fencing or landscaping. Include sample photo of material to be used. 5. Refer to screen enclosure or pergola requirements if adding a pool screen or pergola 	Tree Removal	<ol style="list-style-type: none"> 1. Picture of tree(s) to be removed 2. Boundary survey marking location of tree(s) 3. Statement describing why the tree should be removed. 4. Please include tree type and sample photo of the tree and mark the survey with the location each replacement.

<p>Driveways & Extensions</p>	<ol style="list-style-type: none"> 1. Boundary survey with area of driveway to be paved or covered with other material marked 2. If extending the driveway– clearly mark this area with location and all measurements 3. Name of Paver or other material color/style & sample photo 	<p>Exterior Paint</p>	<ol style="list-style-type: none"> 1. Picture of subject property & homes to the left, right and across the street 2. Paint Chips with the color name and number for all sections of the home: Body Trim Front Door Garage Door Accent/Shutter
<p>----- Walkways & Extensions</p>	<ol style="list-style-type: none"> 1. Boundary survey with area where the walkway will be installed marked with location & measurements 2. Photos of the area where the walkway will be installed 3. Name of Paver or other material color/style & sample photo 	<p>----- Generators</p>	<ol style="list-style-type: none"> 1. Boundary Survey noting the location and measurements for the generator pad. 2. Sample photo and details for generator. 3. Describe how the generator will be screened from the street and neighboring lots. Must be by landscaping, wall, or fencing. Mark location and measurements for such on survey and include sample photo.
<p>----- Screen Enclosure</p>	<ol style="list-style-type: none"> 1. Boundary Survey marking the location and measurements for the proposed improvement 2. List of materials and sample photos (refer to community guidelines for required materials) 3. Elevation renderings or drawings to include measurements, location of doors, and roof style 4. If installing anything other than a screen roof, the roof must be shingled to match the home, please provide photos of the existing roof on the home, and information for the brand – color – and shingle type along with sample photos. 	<p>----- Sunroom/ Glass Enclosure</p>	<ol style="list-style-type: none"> 1. Boundary Survey Marking the location and measurements for the proposed improvement 2. List of materials and sample photos (refer to community guidelines for required materials). 3. Elevation renderings or drawings to include measurements, location of doors, windows & roof style 4. Sample photos of windows to be used
<p>----- Pergola</p>	<ol style="list-style-type: none"> 1. Rendering and/or drawings of proposed structure 2. List of Materials and sample photos 3. Boundary survey marking the location and measurements 4. If installing a roof, please provide details on roof pitch & materials with sample photos 		

<p>Water Softener</p>	<ol style="list-style-type: none"> 1. Boundary Survey noting the location and measurements for the water softener. 2. Sample photo and details for water softener. 3. Describe how the water softener will be screened from the street and neighboring lots. Must be by landscaping, wall, or fencing. Mark location and measurements for such on survey and include sample photo. 	<p>Outdoor Kitchen</p>	<ol style="list-style-type: none"> 1. Boundary survey noting the location and measurements 2. Rendering or drawing of kitchen design 3. List of materials including walls, counters, appliances, etc. and sample photos
<p>----- Gutters</p>	<ol style="list-style-type: none"> 1. Gutter size, material & color with sample photo of gutter to be used 2. Sketch of gutter & downspout locations on home 	<p>----- Other</p>	<p>Please contact the Architectural Manger or Community Admin for questions regarding projects not listed.</p> <p>At a minimum, a boundary survey with location and measurements, a list of materials, and sample photos will be required. If constructing something drawings/renderings are required.</p>
<p>----- Window & Door Replacement</p>	<ol style="list-style-type: none"> 1. Photo of windows/doors to be replaced 2. Sample photo of new windows/doors 3. Sketch or drawing of location of windows/doors to be replaced 4. Please note if windows will have grids or not 5. If door will be painted include paint chip with color name and number 		
<p>----- Patios & Extensions</p>	<ol style="list-style-type: none"> 1. Boundary Survey marking the location and measurements for the proposed improvement 2. List of materials and sample photos 3. Mark location of any firepit, retaining wall, bench, etc. 		