



HERITAGE OAKS AT ST. JOHNS HOMEOWNERS ASSOCIATION

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ARCHITECTURAL REVIEW REQUEST FOR PROPERTY IMPROVEMENT

Date Submitted: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Property Address: Unit & Lot #: \_\_\_\_\_

Owner's Mailing Address if different from above: \_\_\_\_\_

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What type of project/improvement are you requesting?  Fence  Pool  Room Addition  
 Color Change  Roof  Other {If "other" please describe}:

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**Please provide the following information:**

1. **Complete description of project/improvement.**
2. **Type of material to be used and sample of color if applicable.**
3. **Drawings, pictures, brochures, etc.**
4. **Copy of most recent certified lot survey showing location of improvement/project.**
5. **If repainting with a color change, please supply old trim and wall color, samples of new colors, color of roof and brick or accents masonry colors.**
6. **If having a pool installed, you must indicate on your survey what access is to be used for trucks and equipment to access your backyard.**

Please provide a complete description of your project/improvement, be as detailed as possible.

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**Note: Any permits required by any governmental agency are still required. Project must be completed within SIX MONTHS or you must resubmit.**

Please complete this form and return by:

U.S. MAIL  
PO BOX 1001

PONTE VEDRA, FL 32004

EMAIL

ARB@ PremierFloridapm.com

FAX

(904) 209-9269

**Disclosure:** These plans have been reviewed for the limited purpose of determining the aesthetic compatibility of the plans with the community and in conjunction with deed restrictions of your community. These plans are approved on a limited basis. No review has been made with the respect to functionality, safety, and compliance with governmental regulations or otherwise, and any part with respect to such matters should make no reliance on this approval. The approval authority expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structure built pursuant hereof, including but not limited to, liability for negligence or breach of express or implied warranty. You are responsible to obtain whatever easements, permits, license, and approvals may be necessary. This approval does not grant variance to, exceptions or deviation from any setback or use restrictions. Compliance with all applicable building codes is the responsibility of the general contractor and/or the owner. The owner is responsible for positive drainage during and after the construction and/or installation on the lot. No water drainage is to be diverted to adjoining lots. The owner is responsible for informing the primary contractor. Compliance with all approved architectural and landscaping plans is the responsibility of the owner of legal record and any change to the approved plans without prior Architectural Review Committee approval subjects these unapproved changes to disapproval, hence, enforced compliance to the approval plans may result.

\*Only the homeowner of record may request architectural approval.

If you, the homeowner, are not satisfied with the decision of the A.R.C., you have 30 days from the date of review to appeal the decision of A.R.C. in writing to the Board of Directors.

**\*Owner's Signature:**

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**Internal Use Only.**

Approved:  Denied:

Date of Review:

ARC/BOD Signature:

Conditions of Approval:

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