

ARCHITECTURAL REVIEW REQUEST FORM

Name of Homeowner(s): _____ Phone # _____
Address of Property: _____
Legal Description (Unit, Lot #): _____
Description of improvement or modification: _____

All requests need to include the following (as necessary):

- (1) Plans, drawings, pictures, etc., and color samples if appropriate
- (2) Site Survey of the property showing the location of the improvement or request
- (3) Landscaping requests should include types of plants, size and plan showing locations
- (4) Incorporated Sub-association’s ARB approval (e.g., dock requests)

NOTE: Site Survey must show any and all easements including conservation wetlands, lake easements, etc. Approvals will NOT be granted for construction and/or improvements to easement property. The Association shall NOT be responsible for defects in site surveys, plans or specifications or defects in improvements. The ARB’s review of plans is limited solely to appearance of the improvements and does not include any review to determine compliance with applicable County and State Codes.

I, as the Owner of the applicable property, assume all liability for any damages and costs incurred as a result of this modification as well as any additional maintenance costs that may be incurred. Owner also agrees to obtain any permits that may be required by any and all governmental agencies for this modification.

Owner(s) Signature(s) and Date: _____

Owner assumes all liability, damages, additional cost, etc., in reference to this request. Please mail or drop off at Guard House for Property Manager; mailing address is Fairfield Ponte Vedra Association, Inc., ARB Committee, P.O. Drawer 1939, Ponte Vedra Beach, Florida 32004

The above request to Unit/Lot # _____ has been:

- () APPROVED
- () DISAPPROVED
- () APPROVED WITH THE FOLLOWING CHANGES:

Date _____ ARB Chairperson _____

