

ARCHITECTURAL REVIEW REQUEST FORM

Florida law allows up to 30 days for reviewing and approving ARC requests. The ARC attempts to render a decision within 10 days of receipt but may take longer due to unexpected circumstances. The ARC Chairperson or the Property Manager will attempt to provide verbal or email communication once a decision has been made and a written approval will be sent to the Homeowner. ARC approval Guidelines provided with this application (please read carefully).

Name of Homeowner(s): _____ Phone # _____

Address of Property: _____

Email Address: _____

Description of improvement or modification: _____

Planned start date: _____ Planned completion date: _____

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

- (1) Plans, drawings, pictures, color samples, etc.
- (2) Site Survey of the property showing the property lines and the location of the improvement or request
- (3) Types of plants, size, and plan showing locations of plants – for landscape requests (An arborist might be requested at homeowner’s expense for tree removal 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 errors in site surveys, plans or specifications in defective improvements. The ARC’s review does not include any review to determine compliance with applicable Local, 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 **prior** to starting work.

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

Please deliver this form with documentation to the Guard House or send via fax or email to the following:

Email – gcsrm@hotmail.com

Fax – (904) 940-4830

The above request has been:

- APPROVED
- DISAPPROVED
- APPROVED WITH THE FOLLOWING CHANGES:

Date: _____ ARC Chairperson: _____

ARC GUIDELINES

All required building permit(s) are the responsibility of the Homeowner and must be obtained prior to starting work.

It is the homeowner's responsibility to confirm that the Property Manager has received the ARC application in good order including all accompanying documentation – site plan, drawings, color swatches, quotes, landscape materials, etc .

The homeowner should not proceed with construction of the improvement or modification until they have received the official ARC approval.

The authorization granted by this application will be revoked automatically if the requested change(s) and/or improvement(s) has not commenced within 100 days of the approval date of this application and/or completed by any date specified on application **and approved by ARC**.

Any variation from the original approved application **must** be resubmitted to the ARC for approval.

The ARC reserves the right to perform periodic inspections at the property to insure that all construction activities are in accordance with the approved application plans and the provisions noted in this form. The inspections performed by the ARC and/or Property Manager are for the sole purpose of insuring compliance and shall not be construed as inspection for adherence with the applicable Local, County or State codes or requirements from other agencies having jurisdiction at the property.

The ARC will determine if all improvements and/or changes have been made in accordance with the approved application plans and the provisions of this form and will certify its findings to the Association.

Any improvements, modifications, and/or changes outside the scope of the approved application plans and provisions of this form shall be removed or remediated - as determined by the Association - **at the expense of the Homeowner**. This does not include modifications which are necessary for compliance to building permits and/or Local, State or County codes, where applicable.

All construction or alterations shall be completed using good, safe practices and sound workmanship. The property site and surrounding areas shall be kept free and clear of debris and safety hazards.

By approving this request, the ARC does not assume any responsibility for safety, construction, operation, maintenance, accident, injury or claim that may arise from the change or use of this improvement.

Any portion of the Association property which is disturbed or damaged by the Homeowner or their contractor shall be restored to the original or better condition at the Homeowner's expense. Fairfield will determine the contractor to be used for repairs to common property damages.

The Homeowner shall maintain all improvements, at their expense, as long as they own any portion of the property.

Hardscape changes/modifications/improvements such as driveways, patios, or walkways must adhere to the ARC Guidelines For Pavers.