

# Johns Creek

## ARCHITECTURAL REVIEW REQUEST FOR PROPERTY IMPROVEMENT

Please submit to Management at 1301-A Penman Rd., Jacksonville Beach, FL 32250, or email to [misty.srmi@gmail.com](mailto:misty.srmi@gmail.com)  
For questions, call: (904)241-5221.

Date Submitted: \_\_\_\_\_ Please allow seven (7) days for the review process.

Owner's Name \_\_\_\_\_

Property Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

What type of project/improvement are you requesting? \_\_\_\_\_ Fence, \_\_\_\_\_ Siding, \_\_\_\_\_ Pool/Hot Tub, \_\_\_\_\_ Exterior Painting,  
\_\_\_\_\_ Deck/Patio/Enclosure, \_\_\_\_\_ Outbuilding, \_\_\_\_\_ Roof Change, \_\_\_\_\_ Other (Provide details below)

Project Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For your application to be complete, please provide us with the following information:

- 1) Please provide a complete description of your project/improvement, being as detailed as possible.
- 2) Copy of most recent certified lot survey showing location of proposed improvement/project.
- 3) Type of materials to be used and sample colors if applicable. Any added structures must be five feet away from the property line.
- 4) Fences: Shadow box, black wrought iron, or their aluminum/vinyl equivalents are approved fence types. Cannot go below the top of the bank (the dotted line on your plat drawing). No dock or other hard structure may go below this line.
- 5) Drawings, brochures, photos, etc.
- 6) If repainting or changing your roof, you must supply a photo showing the current color(s) of house and roof, samples of new colors, and brick or accent masonry colors. Garage color must be the same color of your trim or house.
- 7) If having a pool installed, you must indicate what type of access you plan to use for trucks, equipment, etc. to reach your backyard.
- 8) Any structural changes or additions may require a permit.
- 9) Any damage to sidewalks, curbs, roads, grasses, and common grounds of Johns Creek must be restored to its current condition and will be the responsibility of the homeowner making this request.

**NOTE: It is the responsibility of the Homeowner/Contractor to secure all necessary permits from the City of Jacksonville and to ensure compliance to St. Johns River Water Management District (SJRWMD). For your protection, please ensure that your contractors are insured.**

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Only the homeowner of record may request architectural approval. Approved projects must be substantially completed within 6 MONTHS or you must resubmit once commenced. The approved construction must proceed diligently.*

### ARCHITECTURAL REVIEW COMMITTEE USE ONLY

Date Received \_\_\_\_\_ ARC Decision:  Approved  Denied Date \_\_\_\_\_

Signature: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: THIS APPROVAL IS FOR ARCHITECTURAL REVIEW PURPOSES ONLY. IT DOES NOT OVERRULE ANY LOCAL, STATE, OR FEDERAL GUIDELINES OR PERMITS REQUIRED FOR THE DESIRED CONSTRUCTION. IT IS THE LOT OWNER'S RESPONSIBILITY TO OBTAIN AND COMPLY WITH SUCH. YOU ARE UNDER A LEGAL OBLIGATION TO COMPLY WITH ALL RECORDED COVENANTS AND RESTRICTIONS AFFECTING YOUR PROPERTY. THE ARCHITECTURAL COMMITTEE REVIEW OF YOUR PLANS WAS LIMITED TO THE ASSOCIATION'S ARCHITECTURAL REVIEW GUIDELINES. THIS LETTER DOES NOT CONSTITUTE A WAIVER OF THE ASSOCIATION'S OR OTHER PARTIES' RIGHT TO LEGALLY ENFORCE ALL PROVISIONS OF THE COVENANTS AND RESTRICTIONS WITH WHICH YOU MUST COMPLY.**