

## **REQUEST FOR ARCHITECTURAL REVIEW FOR EXTERIOR ALTERATION/ADDITION**

### **Instructions**

If you have any questions concerning this request application, please refer to the Covenants and Restrictions. You can also contact the management company for clarification.

The below Architectural Review Request form for Exterior Alteration or Addition must be completed by the property owner as listed on the title, submitted to the Board, and approved before any work may commence on the property. The association has **DAYS** from the date this request is **received** to act on this request, though it may not necessarily take this long, so please plan accordingly.

This form must be completed and submitted in its entirety, which means all information must be included, i.e. types of materials to be used, pictures, color samples, brochures, etc. The application will be rejected if it is not complete. The request may be submitted via online e-Form or scanned and e-mailed to the board email. Alternatively, the request may be submitted via mail or fax to the management company.

The management company will review the request and ensure that it has been filled out properly. If not, you will be requested to submit any additional information or documents. Your request will then be forwarded to the Board for review. Once approved or denied, the Board will notify the management company of its decision, after which the management company will notify the owner by phone and through written correspondence.

**NOTE: IF APPROVED**, this project must be started within **90 DAYS** from the date of this approval (unless otherwise stated on approval letter) or this approval will be considered null and void requiring a resubmission of another package for approval.

**DO NOT START WORK WITHOUT WRITTEN APPROVAL FROM THE ASSOCIATION**

## **SHED PERMIT**

To get a permit for a residential shed, appear in person at 214 Hogan Street, 2<sup>nd</sup> floor, between 7:00 a.m. and 3:00 p.m. Monday through Friday. Bring proof of your Homestead Tax Exemption and a photo ID. If the shed is larger than 150 sq. ft., you will need to bring two copies of your scalable certified survey (a map of your property that you should have received at closing) and plans for the shed. If the shed is 150 sq. ft. or less, the only plans required are two copies of a site plan.

The copy of the certified scalable survey or the site plan should be modified to show the location of the proposed shed. Draw the outline of the floor plan to scale, and show dimensions from at least two adjacent property lines. Detached structures must be at least 5 ft. from side and rear property lines in most zoning districts. However, if the shed is less than 5 ft. from the house, it must meet the more restrictive setback requirements the house is required to meet.

If the shed is over 150 sq. ft., you will need building plans that are engineered in accordance with the Florida Building Code, the IBHS Guideline for Hurricane Resistant Residential Construction, the ANSI/AF&PA Wood Frame Construction Manual for One- and Two-family Dwellings, the FC&PA Guide to Concrete Masonry Residential Construction in High Wind Areas, or the WPPC Guide to Wood Construction in High Wind Areas. Site built sheds also require Product Approval Information Sheets and truss engineering reviewed and approved by the shed engineer, if pre-engineered trusses are used. The signature and seal on the plans do not necessarily have to be original for pre-manufactured buildings if the manufacturer has originals mastered with the Building Inspection Division. Ask the seller of the building if the plans are mastered. If the seller doesn't know, the plans are not mastered. Building plans have that been reviewed by the Department of Community Affairs (D.C.A.) will include a copy of the D.C.A. Plans Examiner's stamp and signature, except the foundation plan which must have the original engineer's seal and signature. Two copies of all documents are required.

When you arrive at the permitting office, pick up a Building Permit Application and a Property Owner Disclosure at the Plans Review counter. Complete the application, and proceed to the Zoning counter. Zoning will review the scalable survey for compliance with the requirements of your zoning district.

Next, go to the Development Services counter. They will review the scalable survey for flood zone, city easement, and city right of way issues.

Next, go back to the Plans Review counter. The Permit Assistant will input your application information into the permitting system and create a permit number for you. They will complete the processing for sheds of 150 sq. ft. or less.

If the shed is larger than 150 sq. ft. you will be directed to the Small Projects Plans Examiner. They will review all of the building plans, assign the required inspections, give final approval to the Building Permit Application, and give you a payment slip to take to the Tax Collector. You will also get one of the two sets of plans back with approval stamps, signature, and permit number. You may use cash, personal check, or MasterCard or Visa to pay for the permit. After you pay, the Tax Collector will give you the actual building permit.

The permit fee for sheds 150 sq. ft. or less is \$60.00. These small sheds do not require inspection. The permit fee for sheds requiring only one inspection is \$100.00. The permit fee for sheds requiring multiple inspections is \$150.00 minimum. All permit fees are subject to minor surcharges.

If the cost of construction (appears on the Building Permit Application) exceeds \$2500.00, then a Notice of Commencement is required. The notice is signed by the property owner and recorded at the Clerk of the Court in room 216. There is a \$10.00 fee to record a one-page document. A copy of the recorded notice displaying the permit number is then delivered to the Information counter or faxed to 255-8552.

Reference [bulletins](#) G-19-01 and G-14-05.

C/O Florida Property & Association Management, Inc.  
P.O. Box 440367 Jacksonville, FL 32222-0004  
Physical: 4736 Blanding Blvd, Jacksonville, FL 32210  
(P) 800-435-8718 (F) 800-620-8639  
Email:

<b>OFFICE USE ONLY</b>

## REQUEST FOR ARCHITECTURAL REVIEW FOR EXTERIOR ALTERATION OR ADDITION

Owner & Lot Information		
<b>Owner's Name:</b>		
<b>Property Address:</b>	<b>Unit #:</b>	<b>Lot #:</b>
<b>Owner's Mailing Address:</b>		
<b>Daytime Phone:</b>	<b>Alternate Phone:</b>	
<b>Email Address:</b>		

Project Description & Details
<p>* Only bronze-colored framing will be approved. ** If staining the fence a color other than brown, transparent, or semi-transparent, you must provide a physical color sample.</p>
<b>If Other, explain:</b>

Additional Details & Information Regarding Project
<b>Size/Height/Dimensions:</b>
<b>Color:</b>
<b>Materials to be Used (wood, glass, vinyl, pavers, etc.):</b>
<b>Other:</b>

Installer/Vendor Information		
<b>Project to be Completed By:</b>		
<b>Company Name:</b>		
<b>Company Address:</b>		
<b>License #:</b>	<b>Permit #:</b>	<b>Date Issued:</b>

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**Note: If a contractor is hired, it is an owner's responsibility to ensure they have the proper licensing and insurance for the work being undertaken. It is also an owner's responsibility to ensure City of Jacksonville building permits are secured as per Municipal Code 320.408 prior to starting work and for forwarding final inspection reports to the association upon completion.**

### **Additional Notes**

Any approval given by the Association is for **ARCHITECTURAL REVIEW PURPOSE ONLY** and does not overrule any Federal, State or Local governing agencies regulations, permit requirements, etc., for the desired modification. It is the sole responsibility of the property owner to obtain and comply with such regulations and requirements as well as the setbacks on the property.

### **Additional Document Submission**

<b>Property Survey Attachment Included</b>	<b>Color Samples Included</b>
<b>Plans, Drawings, Sketches, etc. Included</b>	<b>City Permit Included</b>
<b>Other Attachments Included</b>	

### **Owner Understanding & Submission**

**I have read, understood, and agree to all of the conditions and instructions listed above and I agree to abide by the decisions of the Board of Directors for the Association.**

\_\_\_\_\_  
**SIGNATURE**

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