

REQUEST FOR ARCHITECTURAL REVIEW FOR EXTERIOR PAINTING

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 Painting 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. paint colors requested, physical color samples of the paint to be included (if applicable). The application will be rejected if it is not complete. We will accept colors from major name brands (i.e. Sherwin-Williams, Olympic, Behr, Benjamin-Moore) as well as colors from vendors with online color samples. **NOTE: If requesting a color other than neutral or earth tone colors, a physical paint sample will need to be submitted. Also, you may not always be able to repaint your home with the same colors as those currently existing.**

The request may be submitted via online e-Form on _____ 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 specified in the approval letter) or this approval will be considered null and void requiring a resubmission of another package for approval.

DO NOT START WORK WITHOUT A WRITTEN APPROVAL FROM THE ASSOCIATION

OFFICE USE ONLY

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:

REQUEST FOR ARCHITECTURAL REVIEW FOR EXTERIOR PAINTING**Owner & Lot Information**

Owner's Name:		
Property Address:	Unit #:	Lot #:
Owner's Mailing Address:		
Daytime Phone:	Alternate Phone:	
Email Address:		

Project Description & Details

Request to Repaint House Exterior with Different Colors
Body & Garage Door:
Trim:
Front Door:
Shutter or additional accent color (if applicable—please specify):
Request to Repaint House Exterior with Existing Colors (Note: A request to repaint with same existing colors DOES NOT guarantee an approval)

Additional Details & Information Regarding Project

Installer/Vendor Information

Project to be Completed By:		
Company Name:		
Company Address:		
License #:	Permit #:	Date Issued:

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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

Color Samples Included	Other Attachments Included
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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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