

# Priority Community Management

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St Augustine, FL 32092

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## ARCHITECTURAL REVIEW APPLICATION

DATE OF SUBMITTAL:

LOT#:

OWNER NAME:

PROPERTY ADDRESS:

EMAIL:

PHONE NUMBER:

**\*\*\* ALL REVIEWS MUST BE SUBMITTED WITH A SITE SURVEY, APPLICATION, PICTURES OF THE ALTERATION SITE AS IT IS TODAY, PROJECT PLANS, PICTURE OF THE MATERIALS AND CONTRACTOR INFORMATION (see below).**

**SITE SURVEY - please provide a site plan notating location of requested alteration with measurements/colors. Provide any permitting needs for changes to property\***

**CONTRACTOR INFORMATION – if a contractor is doing the work we will need a copy of contractor’s license (if county requires) and certificate of coverage.**

**\_\_\_ FENCING**

Attach a copy of your site survey with measurements, Type/color/height of fence & gate locations. If there is existing fence show with “XXXX”. If there is a transition use arrow to show where it will take place. Picture of yard today.

**\_\_\_ SCREENED ROOM OR ADDITION**

Attach a copy of site survey with measurements, materials, screen color, frame color & construction documents. Pictures of area as is today.

**\_\_\_ GUTTERS**

Attach a copy of site survey marking where gutters will go along roof line marking where downspouts will be placed. Indicate color of gutters on the site map (be sure to view your communities ARB guidelines). Picture of house today.

**\_\_\_ EXTERIOR COLOR CHANGES**

Attach paint color sample, manufacturer of paint, paint name/type. If painting entire house indicate colors of body, trim, roof, etc. \*\*if your community is managed by developer check color package Picture of house as is today

**\_\_\_ OTHER**

Attach site survey notating location of alterations, pictures of area today, materials, pictures of materials, etc. Describe in details below:

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**\_\_\_ POOL**

Attach copy of site survey with pool location and dimensions. Provide construction documents, finish materials and landscape plans. Picture of yard today.

**\_\_\_ LANDSCAPING/PALM TREES**

Attach a copy of site survey notating location of alterations, measurement to property lines, pictures of plants/trees to be used & yard as is today

**\_\_\_ SATELLITE DISH/SOLAR PANELING**

Attach a copy of site survey with solar drawn on the roof. For satellite mark on survey where dish will be placed and picture of house

**\_\_\_ PAVERS**

Attach site survey notating location of alterations, measurements, paver color, picture of paver, project plans & picture of area as is today.

**\_\_\_ FLAG POLES**

Attach site survey notating location, size of pole size/type of flag & picture of home where to be placed.

**NOTE: the cost and/or repair of any damage caused to any lot or common area is the sole responsibility of the owner.**

**\*\*By law the Architectural Review Board may take up to 30 days to review any request.**