

Northglen HOA Architectural Review Committee Application

To: Architectural Review Committee (ARC)

Northglen Homeowners Association, Inc.
c/o The CAM Team, LLC.
2233 Park Ave., Ste. # 103
Orange Park, Fl. 32073

Fax: 904-638-1435
Phone 904-278-2338
Email: ARC@thecamteam.com

Date Submitted: _____ **Cell Phone:** _____ **Home Phone:** _____ **Email:** _____

Homeowner Name(s): _____

Property Address: _____ **Lot Number:** _____

Owner's Mailing address (if different from above): _____

What type of project improvement are you requesting?

Fence _____ Roof _____ Exterior Paint Change: _____ Windows _____

Pool _____ Other _____ Please Describe: _____

Will work be done by a licensed professional? _____ YES NO _____

Are Permits Required? YES _____ NO _____ Desired Start Date: _____ Estimated time to complete: _____

Directions

Your application must include the following:

- a Plat Plan (survey) with location of proposed modification marked (not required for painting)
- Sketches, photographs, catalog illustrations, dimensions, and materials for the proposed change
- Colors of pre-approved exterior colors from paint sample book or paint chips if not in book

Please refer to your Northglen Homeowners Association, Inc. documents for general considerations, specific guidelines, and additional requirements. They may be found at Northglen.org.

The Architectural Control Committee has thirty (30) days from receipt of the ARC application to review requests. An application submitted without required documentation will be considered incomplete and returned. Additional exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from the Association's Community Manager or an Architectural Review Committee member prior to submission of an application.

Description of Proposed Change: Please print or type (Include Colors, Style, Location, Size, Materials to be used, etc.) Attach additional sheets as necessary.

To be signed by the Homeowner

1. I understand that the ARC has thirty (30) days to process this request and that incomplete applications will be returned.
2. I understand that I am required to comply with the provisions or building and zoning codes and laws of Clay County. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction and/or requirement.
3. I agree that no exterior alteration shall begin until written approval of the Architectural Review Committee (ARC) has been returned to the homeowner. If unapproved alterations are made, I am aware that I may be required to return the property to its former condition at my expense and that I may also be required to pay all legal expenses incurred, as provided by law.
4. I understand that the members of the ARC are permitted to enter my property at any reasonable, pre-arranged time to inspect the proposed project site(s) while the project is in progress and upon completion of the project, as necessary. Such entry does not constitute trespass.
5. I understand that any approval is contingent upon construction or alterations being completed in a workman like manner and that additional information may be found at Northglen.org.
6. I understand that the alteration authority granted by this application may/will be revoked automatically if the alteration requested has not commenced within one hundred eighty (180) days of the approval date of this application and completed by the date specified by the ARC.
7. **If I disagree with this decision, I understand that I must resubmit my request with the proper documentation required so the ARC committee can reevaluate the request.**

Owner's Signature: _____ **Date:** _____

Date of ARC review: _____ **Approved:** _____
Denied: _____ **Reason why denied:** _____

Signature of ARC chairperson

Completed project reviewed by ARC on: _____