



**ANDOVER PLACE OWNERS ASSOCIATION
ARCHITECTURAL REVIEW APPLICATION**

Elim Services, Inc

1941 Mayport Rd
Atlantic Beach, FL 32233
904.241.8886 fax: 904.212.2103

Owner's Name(s) _____

Address _____

Home Phone _____

Cell Phone _____

Email _____

Property Address (if difference from above) _____

REQUIREMENTS FOR REVIEW

The following information must accompany this request.

- ☐ Complete description of project/improvement
- ☐ Type of material to be used and sample of colors, material, if applicable
- ☐ Drawings, pictures, brochures, renderings of proposed project/improvement
- ☐ Copy of most recent certified lot survey showing location of improvement/project.

If permits are required, final approval is conditional upon receipt of:

- ☐ Copy of Duval County permit(s), permits required by any governmental agency exercising jurisdiction over the property.

BRIEF DESCRIPTION OF PROJECT/IMPROVEMENT

(complete description to accompany this application)

Estimated Start Date _____

Estimated Completion Date _____

Initial, owner _____

Initial, Assn. _____

ACKNOWLEDGMENT OF THE ADJACENT HOMEOWNERS (if applicable)

I, the undersigned, have reviewed and approved the request for modification to:
_____.

Owner Signature: _____ Address _____

Owner Signature: _____ Address _____

Owner Signature: _____ Address _____

Owner Signature: _____ Address _____

Owner Signature: _____ Address _____

Owner Signature: _____ Address _____

OWNER'S ACKNOWLEDGMENT AND CERTIFICATION

I understand and agree that no work on this request shall commence until final written approval of the Architectural Review Committee and the Association has been received by me. I represent and warrant that the requested changes, if approved, will be carried out according to the plans described herein and will conform to the Covenants and Restrictions of Andover Place Owners Association and the architectural standards now employed in the community.

Neither the Board of Directors of the Association, the Architectural Review Committee, nor their respective members, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or nonfeasance, arising out of any action with respect to any submission.

The Architectural Review Committee is directed toward review and approval of planning, appearance and aesthetics. None of the foregoing entities assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction or technical suitability of materials. I hereby release and covenant not to sue all the foregoing from or for any claims or damages regarding this request or the approval or denial thereof with regard to claims for damages to persons or property arising out of the review and decision of the Association, the Architectural Review Committee, its members, representatives or employees.

Owner's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Use by Architectural Review Committee

Date Received _____, 20__

Date of Review _____, 20__

Preliminary / final (circle one) approval:

_____ APPROVED / _____ Not Approved on the _____ day of _____, 20__

_____ Conditions: _____

of Architectural Review Committee Members:

Final approval: (if Duval County permit(s) and/or permits required by any governmental agency exercising jurisdiction is/are required.)

_____ APPROVED / _____ Not Approved on the _____ day of _____, 20__

_____ Conditions: _____

Signature of Architectural Review Committee:

AUTHORITY FOR REVIEW

Pursuant to Articles 2.5, 2.6, 2.7 & 2.8 of the Covenants and Restrictions for Andover Place Owners Association:

- 2.5 **Exterior Structures.** No building, fence, wall or other structure shall be commenced, erected or maintained on any Lot until the plans and specification showing the nature, kind, shape, height, size, material and location of the same shall have been submitted to and approved in writing by the Association. In making a determination as to whether such improvement will be approved, the Association shall consider the design and color scheme in relation to surrounding structures, the structural design and location in relation to surrounding structures and topography. No lawn decorations such as (but not limited to) planter boxes, statuary, bird baths, fountains and the like are permitted without approval of the Association.
- 2.6 **Exterior Alterations.** No additions or exterior alterations to any Living Unit as originally constructed shall be allowed without the written approval of the Association. No enclosed garage area shall be converted into living space.
- 2.7 **Exterior Changes.** No change in the original exterior color or materials of any Living Unit shall be allowed without the written approval of the Association and the majority of other owners of Living Units within the same Multi-Family Residential Building. (Updated April 1997)
- 2.8 **Exterior Awnings; Window Coverings.** No awnings, shade or other extraneous fixtures or decorations shall be attached to the exterior of any Living Unit and no exterior windows or doors may be altered, added, deleted or relocated without the written approval of the Association. No window covering or window treatment (including drapes, curtains, shutters and the like) shall be permitted in any window where there is any color visible from the outside of the Living Unit except white or light cream color.