

FREEDOM at VILLAGE WALK

ARCHITECTURAL REVIEW BOARD

APPROVAL PROCESS

It is important that each homeowner read carefully the Declaration of Covenants, Conditions, and Restrictions provided at closing before submitting any request for approval of improvements.

The following is provided to assist you in submitting your request for approval to the Architectural Review Board for improvements you wish to make on your property. Upon receipt of all necessary information (stated below), your request will be processed in the order it was received.

1. On a copy of your ****Final Boundary Survey** provided at closing, outline the exact location of such request, including the exact dimensions, type of materials and any other pertinent information. If building an addition or screen enclosure, please include a picture or drawing showing elevations of structure.
2. Include on the form, your name, complete address, and community you live in, lot number and daytime phone number.
3. **Preferred Submission is by email to: ARB@ElimServices.com** You may also submit online from www.ElimServices.com or send via mail to Freedom at Village Walk c/o Elim Services 1941 Mayport Road, Atlantic Beach, FL 32233
4. All approvals or disapprovals from the Architectural Review Board will be in writing and will be returned through the U.S. Postal Service
5. The Architectural Review Board is allowed **thirty (30) days** to process and approve or disapprove such requests as outlined in the Declaration of Covenants, Conditions and Restrictions for each development.

****NOTE: THE REQUEST WILL NOT BE PROCESSED
WITHOUT INCLUDING YOUR BOUNDARY SURVEY**

REQUEST FOR ARCHITECTURAL REVIEW

Please attach a **COPY OF YOUR FINAL BOUNDARY SURVEY** showing location of improvement in relation to other structures and lot lines marked on it.

NOTE: Request will not be processed without the above and faxes will not be accepted.

Date Submitted: _____ Daytime Phone #: _____ Email: _____

Community Name: **Freedom at Village Walk** Lot # _____

Owner's Name: _____

Complete Address: _____

PROPERTY IMPROVEMENT REQUEST

(Please include complete description, dimensions, drawings or pictures, materials being used, colors, etc.)

NOTE: Any permits required by government agencies (**FEDERAL, STATE OR LOCAL**) are still required and are homeowner's responsibility to obtain.

FREEDOM AT VILLAGE WALK HOMEOWNERS ASSOCIATION, INC

Architectural Alteration Application

Preferred Submission is by email to: **ARB@ElimServices.com**

You may also submit online from **www.ElimServices.com**

or send via mail to Freedom at Village Walk c/o Elim Services 1941 Mayport Road, Atlantic Beach, FL 32233

FROM: Property Owner _____ Lot # _____ Phone _____

Email Address _____

Property Address _____

Mailing Address (if different from above) _____

___ **Fence Plan & Detail** – Attach a copy of your Lot Survey, with the proposed location of the fence drawn in, as well as a picture of the fence you plan to use. There must be at least 5 feet between the finished fencing and any other obstructions/fencing (yours or your neighbors), to allow for ingress and egress by the Landscapers/Service people and their equipment.

___ **Landscaping** – Attach a copy of your Lot Survey with the proposed location of the changes drawn in, as well as a list of plants/shrubs/trees and where they will be planted.

___ **Exterior Painting of Home** – Attach color chips for each color you plan to paint (body, trim, doors, garage door, etc), as well as a picture of your home and the home on either side of you.

___ **Pool Plan and Detail** – Attach a copy of your Lot Survey with the proposed location of the pool and the pool equipment drawn in, as well as a copy of the pool plans your Vendor will be submitting to the County for approval.

NOTE: Pools must be fenced or screened.

___ **Trash Can/Air Condition, etc. Enclosures** - There must be at least 5 feet between the finished enclosure and any other obstructions/fencing (yours or your neighbors), to allow for ingress and egress by the Landscapers/Service people and their equipment.

___ **Other** – Attach a copy of your Lot Survey showing the proposed location of the change, as well as a detailed description. If a Permit is required, please submit a copy of the plans your Vendor will be submitting to the County for approval.

Note: These plans have been reviewed to ensure they are compatible with our community restrictions. No review has been made with respect to functionality, safety and compliance with governmental regulations or otherwise and any party with respect to such matters should make no reliance on this approval. The approving authority expressly disclaims any liability of any kind with respect to these plans, the review thereof, or any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty.

THE FOLLOWING APPLIES TO THE CONSTRUCTION OF POOLS, SCREENS AND ROOM ADDITIONS:

This approval concerns only your architectural and/or landscape plans. **You are responsible to obtain whatever easements, permits, licenses and/or approvals that may be necessary to improve the property in accordance with the approved plans.** This approval must not be considered to be permission to encroach on another property owner's right to use and enjoy all possible property rights. Approval of the plans does not constitute a warranty or representation by the Association or any developer or landowner that the proposed improvements will be consistent with the development plans of any other landowner. In addition, this approval does not in any way grant variances to, exceptions, or deviations from any setbacks or use restrictions unless a specific letter of variance request is submitted and the party entitled to force such setbacks or restrictions issues a specific letter of "variance approval". This approval does not constitute approval of any typographical, clerical or interpretive errors on the submitted plans.

Compliance with all applicable building codes is the responsibility of the general contractor and the owner and not that of the Association or any developer. **The Owner is responsible for positive drainage during and after the construction of the improvement. No water drainage is to be diverted to adjoining lots, common areas or wetlands. The Owner is responsible for informing the primary contractor.**

Compliance with this application as approved is the responsibility of the Owner of legal record, and any change to the approved plans without prior Architectural approval subjects these changes to disapproval and enforced compliance to the approved plans may result.

Homeowner Signature: _____ Date: _____

(Document must be signed by a Homeowner whose name appears on the Deed/Title to the Property)

Do not write below this line

Your application is ___ APPROVED ___ DISAPPROVED subject to the following conditions, if any:

Signature: _____ Date: _____

Association Representative