

**ARCHITECTURAL REVIEW REQUEST FOR PROPERTY IMPROVEMENT**

**HUNTER'S RIDGE OWNERS ASSOCIATION, INC.**

12620-3 Beach, Blvd. #301, Jacksonville, FL 32246

Email this form and any other attachments to [ARB@KingdomManagement.com](mailto:ARB@KingdomManagement.com).

Date Submitted \_\_\_\_\_ Owner's Name \_\_\_\_\_  
Property Address \_\_\_\_\_ Lot No. \_\_\_\_  
Owner's Mailing Address (If different from above) \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

What type of project/improvement are you requesting? \_\_\_\_\_ Fence \_\_\_\_\_ In-ground Pool/Hot Tub \_\_\_\_\_ Exterior Painting  
\_\_\_\_\_ Deck/Patio/Enclosure \_\_\_\_\_ Outbuilding \_\_\_\_\_ Other (Provide details) \_\_\_\_\_

For your application to be complete, please provide us with the following information. Incomplete information will not be processed:

- 1) Please provide a complete description of your project/improvement, being as detailed as possible.
- 2) Type of materials to be used and sample colors if applicable. Include drawings, brochures, photos, etc
- 3) Copy of most recent certified lot survey showing location of proposed improvement/project
- 4) If repainting, you must supply old trim and exterior wall colors, samples of new colors, color of roof, and brick or accent masonry colors.
- 5) If installing hardy panel, brick, stucco or new roof, submit a color sample of all colors including colors of roof and any masonry on your home.
- 6) If having an in-ground pool installed, you must indicate what type of access you plan to use for trucks, equipment, etc. in order to reach your backyard. No above-ground pools are permitted in the neighborhood.
- 7) Any damage to sidewalks, curbs, roads, grasses, and common grounds of Hunter's Ridge Owners Association will have to be restored to its current condition and will be the responsibility of the homeowner making this request.

Please provide a complete description of your project/improvement. Please provide as much detail as possible.

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NOTE: Once acknowledgement has been given and if not responded to within 30 days this request is deemed approved.

*It is the responsibility of the Homeowner/Contractor to secure all necessary permits from the City of Jacksonville and to comply with the Local Building Codes for setbacks from property lines, retention ponds, existing structures, easements, and safety requirements.*

*\*Only the homeowner of record may request architectural approval. Approved projects must be substantially completed within 6 MONTHS or you must resubmit once commenced. The approved construction must proceed diligently.*

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**ARCHITECTURAL REVIEW BOARD USE ONLY**

Date Received: \_\_\_\_\_ Decision Date: \_\_\_\_\_ ARB Decision:  Approved  Denied

ARB Member Signature: \_\_\_\_\_ ARB Member Signature \_\_\_\_\_

**ARB Comments/Conditions for Approval:**

NOTE: THIS APPROVAL IS FOR ARCHITECTURAL REVIEW PURPOSES ONLY. IT DOES NOT OVERRULE ANY LOCAL, STATE, OR FEDERAL GUIDELINES OR PERMITS REQUIRED FOR THE DESIRED CONSTRUCTION. IT IS THE LOT OWNER'S RESPONSIBILITY TO OBTAIN AND COMPLY WITH SUCH. YOU ARE UNDER A LEGAL OBLIGATION TO COMPLY WITH ALL RECORDED COVENANTS AND RESTRICTIONS AFFECTING YOUR PROPERTY. THE ARCHITECTURAL COMMITTEE REVIEW OF YOUR PLANS WAS LIMITED TO THE ASSOCIATION'S ARCHITECTURAL REVIEW GUIDELINES. THIS LETTER DOES NOT CONSTITUTE A WAIVER OF THE ASSOCIATION'S OR OTHER PARTIES' RIGHT TO LEGALLY ENFORCE ALL PROVISIONS OF THE COVENANTS AND RESTRICTIONS WITH WHICH YOU MUST COMPLY. IF YOU HAVE NOT RECEIVED A DECISION WITHIN 30 DAYS, YOUR REQUEST SHOULD BE CONSIDERED TO BE APPROVED.

**IF YOU WISH TO APPEAL THE RESULTS OF THE ARB DECISION, PLEASE CONTACT KINGDOM MANAGEMENT WITHIN 30 DAYS FROM THE DATE OF THE ARB DECISION AT 904-646-2626.**