

CLIFTON VILLAGE HOMEOWNERS ASSOCIATION  
7235 Bonneval Road, Suite 400. Jacksonville, FL 32256  
**ARCHITECTURAL REVIEW REQUEST FOR PROPERTY IMPROVEMENT**

Date Submitted \_\_\_\_\_

Owner's Name \_\_\_\_\_

Property Address \_\_\_\_\_ Lot No. \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Owner's Mailing Address (If different from above) \_\_\_\_\_

What type of project/improvement are you requesting? ☐ Fence ☐ Siding ☐ 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:

- 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
- 3) Drawings, brochures, photos, etc.
- 4) Copy of most recent certified lot survey showing location of proposed improvement/project
- 5) If repainting, you must supply old trim and exterior wall colors, samples of new colors, color of roof, and brick or accent masonry colors.
- 6) If installing vinyl siding, submit sample of siding type, color sample of siding and trim colors, colors of roof and any masonry on your home.
- 7) If having a pool installed, you must indicate what type of access you plan to use for trucks, equipment, etc. in order to reach your backyard.
- 8) Any damage to sidewalks, curbs, roads, grasses, and common grounds of CLIFTON VILLAGE HOMEOWNERS ASSOCIATION will have to be restored to its current condition and will be the responsibility of the homeowner making this request.

**NOTE: 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.**

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

*\*Only the homeowner of record may request architectural approval. Approved projects must be substantially completed within 3 MONTHS or you must resubmit once commenced. The approved construction must proceed diligently.*

**ARCHITECTURAL REVIEW BOARD USE ONLY**

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

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

\_\_\_\_\_  
**ARB Member Signature**

**ARB Comments:**

**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. THE LAW ALLOWS 30 DAYS FOR BOARD APPROVAL. IF YOU HAVE NOT RECEIVED A DECISION WITHIN 30 DAYS, PLEASE CONSIDER YOUR REQUEST DENIED. DO NOT BEGIN PROJECT WITHOUT APPROVAL!**