



# ARCHITECTURAL REVIEW REQUEST

## The Meadows at World Golf Village - HOA

The Meadows At Saint Johns Owners Association, Inc.

Submit to: Architectural Review Committee - [info@themedowswgv.com](mailto:info@themedowswgv.com)

### PROPERTY INFORMATION (Please Print)

Property Owner(s) Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Project:  Fencing  Paint/Colors  Landscaping  Driveway  Pavers  Other: \_\_\_\_\_

### PROJECT DESCRIPTION (Attach additional pages if needed)

Description of proposed improvement, modification, removal, or addition. Include purpose, scope of work and timeline.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### REQUIRED SUBMISSIONS (All items must be included for review)

- Site Survey - Required for all projects
- Current photographs of the area to be modified
- Project plans/drawings with dimensions and materials specified
- Material samples (color swatches, product photos, etc.)
- Contractor information (license and insurance certificates if using contractor)
- See "Submission Requirements by Project Type" on page 2 for specific requirements

### OWNER ACKNOWLEDGMENT

I/We agree not to begin any proposed alterations or property improvements requiring Architectural Review Committee approval until written notification of the Committee's decision is received. Unauthorized improvements may result in required removal at owner's expense, legal action, and/or fines. I/We understand that all approvals automatically incorporate the conditions set forth in the current ARC Guidelines adopted by the Board of Directors. If any unauthorized changes are made, the Association has the right to require removal of the improvement at the owner's expense.

**IMPORTANT:** This review is limited to aesthetic compatibility within the community. No review or assessment is made regarding functionality, safety, or compliance with building codes or governmental regulations. Compliance with all applicable codes is the sole responsibility of property owner and contractor. Verification inspection(s) may be scheduled.

Primary Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* \* \* \* \*

**For ARC Committee Use:** Date received: \_\_\_\_\_ Date action taken: \_\_\_\_\_

**Action Taken:**  Approved  Approved with Conditions  Denied  Additional Information Required

Conditions/Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** This approval concerns only the submitted architectural and/or landscape plans. Homeowner is responsible to obtain whatever easements, permits, licenses and approvals which 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 rights to use and enjoy all possible property rights. In addition, this approval does not in any way grant variances to, exceptions, or deviations from any setbacks or use restrictions. Any changes to plans reviewed and approved require submission of an updated review request.

ARC Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## SUBMISSION REQUIREMENTS BY PROJECT TYPE

### REQUIRED FOR ALL PROJECTS:

Site survey showing property boundaries, existing structures, and proposed alteration location with dimensions.

### \_\_\_ FENCES, GATES, & BARRIERS

- Site survey marking fencing location, height, and gate positions
- Fencing type, material, and color specifications
- Mark existing fencing with "XXXX" and show transition points with arrows
- Current photographs of installation area

### \_\_\_ POOL & SPA

- Site survey with pool/spa location, dimensions, and setbacks from property lines
- Construction documents and finish material specifications
- Landscape plan for pool area
- Current photographs of installation area

### \_\_\_ SCREENED ROOMS & ADDITIONS

- Site survey with structure location, dimensions, and setbacks
- Construction documents including materials and color specifications
- Screen and frame color details
- Current photographs of installation area

### \_\_\_ LANDSCAPING & TREES

- Site survey noting plant locations and distances from property lines and structures
- Plant specifications (type, mature height/spread, Qty)
- Current photographs of area and photos of proposed plants

### \_\_\_ DRIVEWAYS

- Site survey with driveway location, dimensions, and setbacks from property lines
- Construction documents including materials and color specifications
- Current photographs of house and installation area

### IMPORTANT NOTES:

- ✓ All requests must be submitted at least 96 hours prior to the next meeting to be added to the agenda for review
- ✓ The request must include the signature of the homeowner, or agent for homeowner, when request is submitted
- ✓ All contractors must be licensed and insured and agree to comply with all covenants, by-laws and guidelines
- ✓ Compliance with all applicable building codes is the sole responsibility of the contractor and property owner
- ✓ The cost and/or repair of any damage caused to any lot or common area is the sole responsibility of the owner

### \_\_\_ GUTTERS & DOWNSPOUTS

- Site survey marking gutter locations along rooflines
- Downspout placement and drainage direction
- Gutter and downspout color (must comply with community color guidelines)
- Current photographs of house

### \_\_\_ SATELLITE DISHES & SOLAR PANELS

- Site survey with equipment location marked
- Equipment specifications and mounting details
- For solar: roof plan showing panel layout
- Current photographs of installation area

### \_\_\_ EXTERIOR PAINT & COLORS

- Paint color samples with brand name and color code
- Specify colors for body, trim, doors, shutters, etc.
- Must comply with approved community color guidelines
- Current photographs of structure

### \_\_\_ PAVERS & HARDSCAPING

- Site survey showing paver area location and dimensions
- Paver type, color, and pattern specifications
- Installation and drainage plans
- Current photographs of area

### \_\_\_ OTHER IMPROVEMENTS

- Attach detailed description, site survey, current photographs, material specifications, and any relevant plans