

Coastal Oaks at Atlantic Beach, HOA

arb@kingdommanagement.com

Kingdom Management Mailing Address:

12620-3 Beach Blvd #301

Jacksonville, Florida 32246

Physical Address - 3740 St. Johns Bluff Rd. Suite 5 32224

**ARCHITECTURAL REVIEW REQUEST FOR PROPERTY IMPROVEMENT**

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

Owner Email (please PRINT) \_\_\_\_\_

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

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

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

What type of project/improvement are you requesting?      Fencing      Paving/Pavers      Roof  
Repainting      Landscape Improvement      Deck/Patio Enclosure      Satellite

Other: Please provide specific information      Other

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, if applicable.
- 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 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 and for parking while working on the project.
- 7) Refer to the Architectural Review for additional information required or allowed.
- 8) Any exterior additions, alterations, remodeling, repainting, expansion of or any changes in the color of improvements requires ARB Approval

\*\*\*Any damage to sidewalks, curbs, roads, grasses, and common grounds of Coastal Oaks 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 9 MONTHS or you must resubmit once commenced. The approved construction must proceed diligently.*

**ARCHITECTURAL REVIEW BOARD/COMMITTEE USE ONLY**

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

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

\_\_\_\_\_  
**ARC Member Signature**

**ARC Comments:**

NOTE: IF THIS REQUEST IS APPROVED, 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.