

# Northglen HOA Architectural Control Committee Application

To: Architectural Control Committee

Northglen Homeowners Association, Inc.  
c/o Shared Interest Community Solutions, LLC  
P. O. Box 806  
Boca Raton, FL 33429

Phone: 904-357-0175  
Email: [Karen.sharedinterest@gmail.com](mailto:Karen.sharedinterest@gmail.com)

Property Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Name of Homeowner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (1): \_\_\_\_\_ E-Mail: \_\_\_\_\_

Will work be done by a licensed professional? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are Permits Required? \_\_\_\_\_ YES \_\_\_\_\_ NO

Desired Start Date: \_\_\_\_\_ Estimated time to complete: \_\_\_\_\_

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## Directions

Your application must include the following:

- a Plat Plan (survey) with location of proposed modification marked (not required for painting)
- Sketches, photographs, catalog illustrations, Dimensions and materials for the proposed change
- Colors of pre-approved exterior colors from paint sample book or paint chips if not in book

Please refer to your Northglen Homeowners Association, Inc. documents for general considerations, specific guidelines and additional requirements. They may be found at [Northglen.org](http://Northglen.org).

The Architectural Control Committee has thirty (30) days from receipt of the ACC application to review requests. An application submitted without required documentation will be considered incomplete and returned. Additional exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from the Association's Community Manager or an Architectural Control Committee member prior to submission of an application.

Description of Proposed Change: Please print or type (Include Colors, Style, Location, Size, Materials to be used, etc.) Attach additional sheets as necessary.

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## To be signed by the Homeowner

1. I understand that the ACC has thirty (30) days to process this request and that incomplete applications will be returned.
2. I understand that I am required to comply with the provisions or building and zoning codes and laws of Clay County. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction and/or requirement.
3. I agree that no exterior alteration shall begin until written approval of the Architectural Control Committee (ACC) has been returned to the homeowner. If unapproved alterations are made, I am aware that I may be required to return the property to its former condition at my expense and that I may also be required to pay all legal expenses incurred, as provided by law.
4. I understand that the members of the ACC are permitted to enter my property at any reasonable, pre-arraigned time to inspect the proposed project site(s) while the project is in progress and upon completion of the project, as necessary. Such entry does not constitute trespass.
5. I understand that any approval is contingent upon construction or alterations being completed in a workmanlike manner and that additional information may be found at Northglen.org.
6. I understand that the alteration authority granted by this application may/will be revoked automatically if the alteration requested has not commenced within one hundred eighty (180) days of the approval date of this application and completed by the date specified by the ACC.
7. If I disagree with this decision, I understand that I must submit a written request for an appeal to the Board of Directors within five (5) business days.

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

ACC Action: \_\_\_\_\_ Date: \_\_\_\_\_

