



## HOMEOWNER APPLICATION FOR ARCHITECTURAL REVIEW

**INSTRUCTIONS:** This Architectural Review Application is to be completed by the homeowner and submitted to the Architectural Review Committee for approval **prior** to any work commencing on the exterior of you home, lot, or landscaping. Please refer to the Governing Documents and Design Guidelines for additional information. Reviews may take up to 30 days for processing from the date a complete Architectural Review Package is received in our office. Please see page 2 for a checklist to ensure you are submitting a complete Architectural Review Package.

<b>Name of Owner(s):</b>		
<b>Phone #:</b>	<b>Email Address:</b>	
<b>Street Address:</b>		
<b>Date:</b>	<b>Lot #:</b>	<b>Phase #:</b>

**MODIFICATION REQUEST:** Owner is hereby requesting approval from the Association to make the following addition(s), alteration(s), and/or modification(s) to the exterior of their home, landscaping, or lot as further described below and indicated on the plans attached hereto:

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Addition to Structure of Home | <input type="checkbox"/> Exterior Paint   | <input type="checkbox"/> Fence/Wall      | <input type="checkbox"/> Outdoor space     |
| <input type="checkbox"/> Yard Art/Potted Plants        | <input type="checkbox"/> Satellite Dish   | <input type="checkbox"/> Pool/Spa        | <input type="checkbox"/> Garage/Front Door |
| <input type="checkbox"/> Landscaping                   | <input type="checkbox"/> Solar Panels     | <input type="checkbox"/> Generator       | <input type="checkbox"/> Windows/Shutters  |
| <input type="checkbox"/> Planter Bed Boarders          | <input type="checkbox"/> Screen Enclosure | <input type="checkbox"/> Gas Tank        | <input type="checkbox"/> Outdoor Lighting  |
| <input type="checkbox"/> Irrigation                    | <input type="checkbox"/> Pavers/Concrete  | <input type="checkbox"/> Water Treatment | <input type="checkbox"/> Misc./Other.      |

<b>If You Selected Misc./Other or Want to Add an Additional Comment Please Describe Here:</b>	
<b>Is This a Resubmittal?</b> YES / NO <i>(If yes, please identify changes to your submittal.)</i>	<b>Are You Requesting a Variance?</b> YES / NO <i>(If yes, please attach reason for variance request.)</i>

**PLEASE RETURN COMPLETED APPLICATION AND ALL SUPPORTING DOCUMENTS TO THE ADDRESS BELOW**  
Granary Park HOA | 463688 State Road 200, Suite 1, #328 | Yulee, FL 32097

**Architectural Change Requests Review Fee and Compliance Deposit**

Any architectural change request submitted to the Community (“Resident Architectural Change Request”) shall be accompanied by a review fee (“Architectural Change Request Review Fee”) and a compliance deposit (“Architectural Change Compliance Deposit”) per the fee schedule below. Failure to submit payment or the correct fee or deposit amount may delay processing and review of your request.

**Architectural Change Review Fee and Architectural Change Compliance Deposit shall be made payable to Granary Park HOA in the form of (2) two separate checks.**

**REVIEW FEE SCHEDULE**

Total Project Cost	Review Fee	Compliance Deposit
\$0 – 500	\$25	\$0
\$501 – \$1,500	\$25	\$250
\$1,501 – \$5,000	\$50	\$350
\$5,001 – \$10,000	\$100	\$500
\$10,001 and up*	\$100	\$1,500
<b>Pool Installs</b>	<b>\$100</b>	<b>\$2,500</b>

By signing below, Owner hereby agrees they are solely responsible for obtaining all Federal, State and Local permits and approvals before beginning their project. Furthermore, Owner understands and agrees they may be held solely responsible for any damage to Association Common Area and/or Neighboring property that occurs during or due to the completion of their project including that associated with drainage or water runoff and that Owner will defend, indemnify and hold harmless the Association, Board of Directors and Association Management Company against all legal claims associated with this Architectural Approval. Finally, Owner agrees they are solely responsible for ensuring that their project does not void any home or manufacturer’s warranties on their home, lot or landscaping.

**EXPECTED PROECT TIMEFRAME**

Start: \_\_\_\_\_ Completion: \_\_\_\_\_

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**BELOW IS FOR ASSOCIATION USE ONLY**

**Application is:**     Approved                       Approved as Noted                       Denied

Approver’s Notes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Approver’s Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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# ARCHITECTURAL REVIEW CHECKLIST

Ready to submit an Architectural Review Application to the Association for Approval? Please make sure to include the following items to reduce the number of questions the reviewer may have and prevent undue delay in the approval of your application. Please also make sure to review the Architectural Guidelines set forth for the Community as this checklist is intended only to capture the most frequently missed items in Architectural Review Packages.

## ALL APPLICATION PACKAGES MUST INCLUDE:

- |  |   |
|--|---|
| <input type="checkbox"/> COMPLETED ARCHITECTURAL REVIEW APPLICATION<br>This is the first page of this packet.  | <input type="checkbox"/> NAME AND CONTACT INFORMATION OF CONTRACTOR PERFORMING THE WORK   |
| <input type="checkbox"/> COPY OF YOUR SURVEY/SITE PLAN INDICATING PROPOSED CHANGES<br>Site Plan/Surveys should have been included in your closing documents. If you need an additional copy you can request it from the County Property Appraiser's Office | <input type="checkbox"/> COPY OF PLANS FROM CONTRACTOR PERFORMING THE WORK.<br>This includes, color samples, dimensions, photos of your home, & pictorial samples of the modification you are requesting to make. |

## ADDITIONAL PACKAGE REQUIREMENTS FOR POOLS/SPAS:

- |  |   |
|--|---|
| <input type="checkbox"/> PICTORIAL SAMPLES OF TILE, MARCITE, AND PAVER SELECTIONS.           | <input type="checkbox"/> POOL LOCATION AND DIMENSIONS DRAWN ON SITE PLAN. |
| <input type="checkbox"/> POOL EQUIPMENT AND SCREENING TYPE/SIZE LOCATION DRAWN ON SITE PLAN. | <input type="checkbox"/> FENCING/BABY BARRIER/ENCLOSURE SPECIFICATION.    |

## ADDITIONAL PACKAGE REQUIREMENTS FOR LANDSCAPING, IRRIGATION, PLANTER BEDS

- |   |   |
|---|---|
| <input type="checkbox"/> NAMES & PICTORIAL SAMPLES OF PLANT OR LANDSCAPE MATERIAL BEING USED            | <input type="checkbox"/> LOCATION OF ALL LANDSCAPE MODIFICATIONS INDICATED ON SITE PLAN         |
| <input type="checkbox"/> PLANT MATERIAL MUST NOT ENCROACH UPON DRAINAGE SWALES OR NEIGHBORING PROPERTY. | <input type="checkbox"/> OWNER MUST BE ABLE TO MAINTAIN BOTH SIDES OF THE LANDSCAPING PROPERLY. |

## ADDITIONAL PACKAGE REQUIREMENTS FOR SOLAR PANELS/SATELLITE DISHES/CAMERAS

- |   |  |
|---|--|
| <input type="checkbox"/> INDICATE ON SITE PLAN / HOME THE LOCATION OF THE SOLAR PANELS / SATELLITE DISH/CAMERAS | <input type="checkbox"/> IF SATELLITE DISH IS GROUND MOUNTED INDICATE HOW IT WILL BE SCREENED FROM VIEW. |
|---|--|

ADDITIONAL PACKAGE REQUIREMENTS FOR EXTERIOR PAINT

- |  |  |
|--|--|
| <input type="checkbox"/> PROVIDE PICTORIAL SAMPLES OF PAINT COLORS.                    | <input type="checkbox"/> PICTURE OF HOME IN ITS CURRENT STATE                              |
| <input type="checkbox"/> INDICATE WHICH ITEMS ON HOME WILL BE PAINTED WITH EACH COLOR. | <input type="checkbox"/> PICTURES OF NEIGHBORING HOMES ON EACH SIDE AND ACROSS THE STREET. |

ADDITIONAL PACKAGE REQUIREMENTS FOR SCREEN ENCLOSURES, FENCING & WALLS

- |   |   |
|---|---|
| <input type="checkbox"/> SCREEN ENCLOSURES REQUIRE DARK BRONZE FRAMING AND BLACK SCREENS                | <input type="checkbox"/> INDICATE WHETHER NEIGHBORING LOTS ALREADY HAVE FENCES INSTALLED.                 |
| <input type="checkbox"/> ONLY 54" THREE RAIL BLACK PICKET ALUMINUM FENCE IS PERMITTED IN THE COMMUNITY. | <input type="checkbox"/> SCREEN ENCLOSURE/ FENCE LOCATIONS AND DIMENSIONS MUST BE INDICATED ON SITE PLAN. |

ADDITIONAL PACKAGE REQUIREMENTS FOR PAVERS, CONCRETE, & PATIOS

- |  |  |
|--|--|
| <input type="checkbox"/> PICTORIAL SAMPLES OF PAVER COLOR/TYPES MUST BE INCLUDED | <input type="checkbox"/> LOCATION AND DIMENSIONS OF PAVER, CONCRETE WORK OR PATIO MUST BE INDICATED ON THE SITE PLAN |
|--|--|

ADDITIONAL PACKAGE REQUIREMENTS FOR GENERATORS, FUEL TANKS, WATER SYSTEMS

- |  |   |
|--|---|
| <input type="checkbox"/> GENERATORS AND SIMILAR EQUIPMENT MUST NOT BE INSTALLED WITHIN 10 FT OF A NEIGHBORING OWNERS WINDOW.                     | <input type="checkbox"/> GENERATORS AND SIMILAR EQUIPMENT MUST BE SCREENED ON 3 SIDES BY MATURE LANDSCAPING.                  |
| <input type="checkbox"/> GENERATORS AND SIMILAR EQUIPMENT NOR THE LANDSCAPE SCREENING MAY ENCROACH INTO DRAINAGE SWALES OR NEIGHBORING PROPERTY. | <input type="checkbox"/> TAKING INTO ACCOUNT YOUR NEIGHBORS OPINION ON THE LOCATION OF YOUR EQUIPMENT IS STRONGLY ENCOURAGED. |

ADDITIONAL PACKAGE REQUIREMENTS FOR STRUCTURAL MODIFICATIONS

- |  |  |
|--|--|
| <input type="checkbox"/> DIMENSIONS AND LOCATION DRAWN ON SITE PLAN FOR STRUCTURAL MODIFICATIONS                         | <input type="checkbox"/> MANUFACTURERS SPECIFICATIONS FOR DOOR/WINDOWS EQUIPMENT                   |
| <input type="checkbox"/> PICTORIAL SAMPLES OF THE MODIFICATIONS YOU ARE REQUESTING TO MAKE TO YOUR HOME, DOORS, WINDOWS. | <input type="checkbox"/> PICTURE OF YOUR HOME, DOOR, GARAGE DOOR OR WINDOWS IN THEIR CURRENT STATE |