

**SUTTON LAKES OWNERS ASSOCIATION**  
**ARCHITECTURAL REVIEW REQUEST FOR PROPERTY IMPROVEMENT**

c/o Sentry Mgt. Inc. 822 A1a N, Ste 101 Ponte Vedra Beach, Fl 32082 [shanda.thompson@sentrymgt.com](mailto:shanda.thompson@sentrymgt.com)

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

The ARC meets on the **last Monday** of each month. This is when all requests will be discussed/approved/denied. All requests must be submitted to Management **1 week prior** to the meeting.

The ARC has **30 days**, from the date of receipt, to accept or decline the request.

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 \_\_\_\_\_ Roof \_\_\_\_\_ 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 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 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. to reach your backyard.
- 8) Any damage to sidewalks, curbs, roads, grasses, and common grounds of SUTTON LAKES OWNERS ASSOCIATION must 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. For your protection, please ensure that your contractors are insured.**

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

*\*Only the homeowner of record may request architectural approval. Approved projects must be substantially completed within 6 MONTHS, or you must resubmit once commenced. The approved construction must proceed diligently.*

**ARCHITECTURAL REVIEW COMMITTEE USE ONLY**

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

ARC Member(s) Initials: \_\_\_\_\_

**ARC 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.**