

HOA Architectural Review Application Requirements

Thank you for your interest in making an exterior modification to your home. In order to make the approval process most efficient, please be sure to include the following with your application.

- ┌ **Completed Application**
- ┌ **Lot Survey (marked with your modification to scale)**
- ┌ **Images of all materials and colors to be used.**
- ┌ **Installation Proposal**
- ┌ **Deposit and/or Fee (check or money order payable to {Your Association Name HOA})**

Specific Application Requirements

- *Fence Applications* must include measurements and locations of gates as well as an image of the fencing to be installed.
- *Patio Extension Applications* must include measurements as well as an image of the material to be installed.
- *Landscape Modification Applications* must include location, layout, plant counts, and images of each plant type to be installed. Mulch changes should include color and style images as well. Also, include the location for removal of existing plants/shrubs.
- *Pool Installation Applications* must include design of pool, design of pool deck, landscaping plan, location and concealment plan for pump system. Colors and material images for pool and deck. Screen Enclosure design needs to be included. The truck route also needs to be mapped on the lot survey.
- *Solar Panel Applications* must include the size and locations of the panels as well as the location of the shut off and an image of the switch.
- *There may be additional requirements requested by the Board.*

Please submit all required material at the same time. The deposit will be held until your application is approved, and then deposited. It will be returned after your project is completed and inspected for common area damages.

Applications can be mailed to:
{Your Association Name} HOA
c/o Evergreen Lifestyles Management
7643 Gate Parkway #104-37
Jacksonville, FL 32256

If you will be emailing your application, please include all items in 1 (one) PDF labeled with your address. Applications that come in multiple emails with embedded images will not be accepted. The deposit can be mailed to the above address.