



Johns Creek Property Owners Association Request for Home Improvement - Architectural Review Application

(PLEASE ATTACH A COPY OF ALL PLANS)

The Architectural Control Committee may take up to 30 days to review any request

Date: _____ Estimated Completion Date: _____

Owner Name: _____ Property Address: _____

Phone Number: _____ Email: _____

Contractor Name: _____ Contractor Phone Number: _____

Instructions: Place an X next to the type of modification you are requesting. Documentation to include plot plan (survey), diagram, location of improvement, colors, materials used and narrative if necessary to explain your request. **All documentation and fee MUST accompany this form, or your request will be denied until all information is received.** Submission of this form indicates consent to grant access to lot for inspection of any improvements. Mail the request, surveyed site plan, and supporting documentation to:

Vesta Property Services, 200 Business Park Circle, Suite 101, St. Augustine, FL 32095 or email to cworden@vestapropertyservices.com. Please call us with any questions 904-747-0181.

The covenants allow 30 days to process your requests. If you have any questions for the ACC, please call us with questions 904-747-0181. For further information on guidelines and covenants, please visit the Johns Creek resident portal (<https://johnscreekpoa.nabrnwork.com>) or Brandy Creek CDD website.

**PLEASE NOTE THERE IS A \$25.00 NON-REFUNDABLE FEE FOR ALL SUBMISSIONS
(Checks made payable to Johns Creek POA Phase 1)**

- Fence**
Section 510 JCPOA ACC Guidelines
- Detached Structures**
Section 509 JCPOA ACC Guidelines
- Swimming Pools, Spas**
Section 514 JCPOA ACC Guidelines
- Screened Enclosures**
Section 507 JCPOA ACC Guidelines
- Driveway Resurfacing**
Section 400 JCPOA ACC Guidelines
- Hardscape**
Section 400 JCPOA ACC Guidelines
- Landscaping**
Adding a new planting bed, any tree addition or removal, additional irrigation
Section 400 JCPOA ACC Guidelines
- Recreational Structures**
Section 511 JCPOA ACC Guidelines

- Any structural correction to the residence**
Section 102 JCPOA ACC Guidelines
- Roofing**
Section 102 JCPOA ACC Guidelines
- Gutters**
Section 400 JCPOA ACC Guidelines
- Exterior Walls and Wall Color**
Section 502 & 503 JCPOA ACC Guidelines
Include picture of home and surrounding homes if new colors are requested
- Windows**
Section 504 JCPOA ACC Guidelines
- Garages**
Section 505 JCPOA ACC Guidelines
- Doors**
Section 506 JCPOA ACC Guidelines
- Air Conditioning Compressors** - location change
Section 512 JCPOA ACC Guidelines

Please briefly describe the project below: (If you require more space, please attach an additional sheet to this form):

ALL Applications must be completed and submitted with payment and supporting documentation by 12:00 PM the Thursday before the meeting to be reviewed. Incomplete applications will not be accepted/submitted for review.

Architectural Review Application Requirements

PLEASE CAREFULLY REVIEW THE APPLICATION FORM AND ENSURE YOU HAVE FULLY COMPLETED IT AND INCLUDED ALL THE NECESSARY SUPPORTING DOCUMENTATION

- Written description of project on application
- Completed Application package must be submitted noon the Thursday preceding the Meeting.
- Fees must be paid by check and mailed or dropped off to 200 Business Park Circle, Suite 101, St. Augustine, FL 32095. May not be paid online or via phone.

These requirements may not be all inclusive. The Community ACC reserves the right to request further details, samples, drawings, or any other information it deems necessary to make an informed decision regarding the project.

Project	Requirements	Project	Requirements
Roof Replacement	<ol style="list-style-type: none"> 1. Picture of home 2. Sample Photo of Shingle 3. Shingle color & style 	Solar Panels	<ol style="list-style-type: none"> 1. Picture of home 2. Model specifications of solar panels 3. Photo Sample of Solar Panels 4. Boundary survey with panel locations marked on home & location and measurements for any exterior equipment such as batteries.
Fencing	<ol style="list-style-type: none"> 1. Picture of front, sides and back of home. 2. Sample picture of the fencing Boundary Survey marking the location, measurements of the fence & all gates on the property 3. Lake lots must use 4' Black Aluminum. Non-lake lots may use black aluminum or 6' white or tan vinyl. Sloped transition panels are required if using a combination of 6' to 4' fencing 	Landscaping	<ol style="list-style-type: none"> 1. Picture of home 2. Picture of existing landscape 3. List of plants and sample photos 4. List of landscape materials to be used with sample photos (Edging, stone, ground cover, etc.) 5. Boundary survey marking location & measurements of proposed changes
Pool Installation	<ol style="list-style-type: none"> 1. Picture of home and area where pool is to be installed. 2. Rendering and/or drawings of proposed pool design with measurements, including pool equipment. 3. Sample photos and information for coping, pool deck, tile, and pool interior 4. Boundary Survey marking proposed location of pool with measurements and distances from the property line to edge of pool deck 5. Provide information on how the pool equipment will be screened from neighboring lots & street. Must use approved fencing or landscaping. Include sample photo of material to be used. 6. Refer to screen enclosure or pergola requirements if adding a pool screen or pergola 	Tree Removal	<ol style="list-style-type: none"> 1. Picture of all trees on the lot (front, side & back yard) 2. Boundary survey marking location of tree(s) 3. Statement describing why the tree should be removed. 4. If replacing the tree(s), please include tree type and sample photo of the tree and mark the survey with the location each replacement.

Driveways & Extensions	<ol style="list-style-type: none"> 1. Picture of front area of the home. 2. Boundary survey with area of driveway to be paved or covered with other material marked 3. If extending the driveway– clearly mark this area with location and all measurements 4. Name of Paver or other material color/style & sample photo 	Exterior Paint	<ol style="list-style-type: none"> 1. Picture of subject property & homes to the left, right and across the street 2. Paint Chips (physical paint cards required) with the color name and number for all sections of the home: Body Trim Front Door Garage Door Accent/Shutter
Walkways & Extensions	<ol style="list-style-type: none"> 1. Boundary survey with area where the walkway will be installed marked with location & measurements 2. Photos of the area where the walkway will be installed 3. Name of Paver or other material color/style & sample photo 	Generators	<ol style="list-style-type: none"> 1. Picture of the area where generator is to be installed. 2. Boundary Survey noting the location and measurements for the generator pad. 3. Sample photo and details for generator. 4. Describe how the generator will be screened from the street and neighboring lots. Must be by landscaping, wall, or fencing. Mark location and measurements for such on survey and include sample photo.
Screen Enclosure	<ol style="list-style-type: none"> 1. Picture of the back of the home. 2. Boundary Survey marking the location and measurements for the proposed improvement 3. List of materials and sample photos (refer to community guidelines for required materials) 4. Elevation renderings or drawings to include measurements, location of doors, and roof style 5. If installing anything other than a screen roof, please provide photos of the existing roof on the home, and information for the brand – color – and shingle type along with sample photos. 6. Must be bronze aluminum frame and black/charcoal screen material. 	Sunroom/ Glass Enclosure	<ol style="list-style-type: none"> 1. Picture of the back of the home. 2. Boundary Survey Marking the location and measurements for the proposed improvement 3. List of materials and sample photos (refer to community guidelines for required materials). 4. Elevation renderings or drawings to include measurements, location of doors, windows & roof style 5. Sample photos of windows to be used
Pergola	<ol style="list-style-type: none"> 1. Pictures of the area of where the pergola will be installed, and of home to show the roof. 2. Rendering and/or drawings of proposed structure 3. List of Materials and sample photos 4. Boundary survey marking the location and measurements 5. If installing a roof, please provide details on roof pitch & materials with sample photos 1. Picture of the area where the water softener is to be installed. 	Play/Sports Equipment Trampolines Swing sets	<ol style="list-style-type: none"> 1. Boundary survey noting the location of equipment 2. Sample photo and/or drawings of the equipment 3. Refer to community guidelines for specific material requirements.

Water Softener	<ol style="list-style-type: none"> 2. Boundary Survey noting the location and measurements for the water softener. 3. Sample photo and details for water softener. 4. Describe how the water softener will be screened from the street and neighboring lots. Must be by landscaping, wall, or fencing. Mark location and measurements for such on survey and include sample photo. 	Outdoor Kitchen	<ol style="list-style-type: none"> 1. Picture of the back of the home. 2. Boundary survey noting the location and measurements 3. Rendering or drawing of kitchen design 4. List of materials including walls, counters, appliances, etc. and sample photos
Gutters	<ol style="list-style-type: none"> 1. Picture of all sides of the home where gutters will be installed 2. Gutter size, material & color with sample photo of gutter to be used 3. Sketch of gutter & downspout locations on home 	Sheds, Storage Structures & Other Auxiliary Structures	<ol style="list-style-type: none"> 1. Plans must meet requirements. 2. Pictures of the area of where storage structure is to be installed & of home to show the roof 3. Boundary Survey noting location and measurements for proposed improvement 4. List of materials for structure and sample photos – refer to guidelines for specific material requirements 5. Information on how it will be secured to the ground 6. Roof material list, sample photos, and pitch information
Window & Door Replacement	<ol style="list-style-type: none"> 1. Picture of all sides of the home where windows/doors are to be installed 2. Photo of windows/doors to be replaced 3. Sample photo of new windows/doors 4. Sketch or drawing of location of windows/doors to be replaced 5. Please note if windows will have grids or not 6. If door will be painted include paint chip with color name and number 	Patios & Extensions	<ol style="list-style-type: none"> 1. Boundary Survey marking the location and measurements for the proposed improvement 2. List of materials and sample photos 3. Mark location of any firepit, retaining wall, bench, etc.
Trash Can Enclosure	<ol style="list-style-type: none"> 1. Picture of the area where the trash enclosure is to be installed. 2. Boundary survey noting the location and measurements 3. List of materials – see community guidelines for any specific requirements 4. Sample photos of materials 5. Drawing or rendering if other than landscape or fencing is to be used 	Other	<p>Please contact the Community Admin for questions regarding projects not listed.</p> <p>At a minimum, a boundary survey with location and measurements, a list of materials, and sample photos will be required. If constructing something drawings/renderings are required.</p>