



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: _____

Phone Number: _____

Smaller-scale projects that are a repair or replacement of an existing structure or landscaping feature do not require the submittal of an Architectural Review form if it is like-for-like (same size, material, and color). Examples include repairing damage to windows, doors, roofs, fences/gates, landscaping, swimming pools, enclosures, etc. Like-for-like does not include replacing or updating structures (e.g., roof replacement, updating windows, repainting exterior walls/doors, etc.).

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.nabnetwork.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)**

*****There will be an extra nonrefundable fee of \$100 if the work is started or completed without an approved application. Must be paid in the form of a separate check/money order.*****

- 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 AS WELL AS HAVE INCLUDED ALL THE NECESSARY SUPPORTING DOCUMENTATION FOR REVIEW

Requirements are Association dependent and may not apply. Kindly refer to the Architectural Guidelines for your community prior to submitting for your property ensuring the project is allowed. **Deposit and/or review fee must be paid by check or money order** and mailed or dropped off at **200 Business Park Circle, Suite 101, St. Augustine, FL 32095**. The fee may not be paid online or via phone. The Community ARC/ARB/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
Door Replacement	<ul style="list-style-type: none"> • Sample photo of the door as currently installed. • Sample photo of the door requesting for install.
Exterior Paint	<ul style="list-style-type: none"> • Sample photo of each of the color swatches. • Sample photo of the front of the property. • Sample photo of any neighboring properties.
Exterior Lighting	<ul style="list-style-type: none"> • Sample photo of the lighting requesting to be replaced as currently installed on the property. • Sample photo of the type of lighting requesting for it to be changed to.
Fence Installation	<ul style="list-style-type: none"> • Sample photo of the type of fence requested to be installed on the property. • A copy of the legal boundary survey of the property with the area the fence is to be installed clearly marked with measurements including marking any gates. • For Pond lots, provide approximate top of bank location.
Garbage Enclosure	<ul style="list-style-type: none"> • Sample photo of the type of enclosure. For example, the type of fencing or landscape foliage that will be used. • A copy of the legal boundary survey of the property with the area the enclosure will be placed clearly marked including measurements.
Generator Installation	<ul style="list-style-type: none"> • Sample photo of the type of generator. • A copy of the legal boundary survey of the property with the area where the generator will be installed clearly marked with measurements. • If generators are to be out of view of street and neighboring lots, please refer to Garbage Enclosure if it is to be installed within that area.
Gutter Installation	<ul style="list-style-type: none"> • Sample photo of the type of gutters requested for installation. • A copy of the legal boundary survey of the property with the area the gutters as well as downspouts are to be installed, clearly marked.
Landscape Improvement	<ul style="list-style-type: none"> • Sample photo of each of the type of plants requesting to be installed on the property. • A copy of the legal boundary survey with the area where each of the plants will be placed clearly marked.
Outdoor Kitchen Installation	<ul style="list-style-type: none"> • List of all materials to be used including walls, counters, appliances, etc., including sample photos of each. • Rendering or drawing or the kitchen design. • A copy of the legal boundary survey with the area the install will take place clearly marked with measurements.

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Pavers Installation (Driveway Extensions, Patios, Walkways)	<ul style="list-style-type: none"> • Sample photo of the type of paver for installation. • A copy of the legal boundary survey of the property with the area the pavers are being installed clearly marked including measurements of each side.
Pergola Installation	<ul style="list-style-type: none"> • Rendering and drawings; to include sample photo of proposed structure for install. • List of materials and sample photos of each to be used. • A copy of the legal boundary survey with the area the pergola will be installed clearly marked with measurements. • If installing a roof, provide details on roof pitch and materials to be used with sample photos.
Pool Installation	<ul style="list-style-type: none"> • Rendering and/or drawings of proposed pool design with measurements, including pool equipment. • Sample photos and information for coping, pool deck, tile, and pool interior. • A copy of the legal boundary survey of the property with the proposed location of the pool clearly marked with measurements including distances from the property line to edge of pool deck. • Information as to how the pool equipment will be screened from street and neighboring lots including sample photos. If required, please refer to Garbage Enclosure.
Recreational Equipment (Play Structure, Sports, Trampoline)	<ul style="list-style-type: none"> • Sample photo of the requested equipment for installation. • A copy of the legal boundary survey of the property with the area the equipment will be installed clearly marked including measurements of each side.
Roof Replacement	<ul style="list-style-type: none"> • A sample photo of the front of the home as is. • A sample photo of the roof shingles to be installed.
Screen Enclosure	<ul style="list-style-type: none"> • A sample photo of the type of screen enclosure that will be installed including both frame and screen. • A copy of the legal boundary survey of the property with the area the screen enclosure will be installed clearly marked with measurements.
Sheds/Storage Structures	<ul style="list-style-type: none"> • A sample photo of the type of shed/storage structure that is requested for installation. • A copy of the legal boundary survey of the property with the area the shed/storage structure will be placed clearly marked with measurements.
Solar Panel Installation	<ul style="list-style-type: none"> • A sample photo of the type of panels to be installed. • A vendor breakdown packet of all the necessary requirements for solar panel installation. • A sample photo of the front of the home as is.

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<p>Solar Panel Installation (Continued)</p>	<ul style="list-style-type: none"> • Clarification as to if the power box will be located within the garage or on the exterior of the home. If on the exterior of the home, provide a copy of the legal boundary survey of the property with the area it will be placed clearly marked. Should the power box be on the exterior of the home method with which you will block the view of the box from street or neighboring lots may be requested; see Garbage Enclosure, if so.
<p>Sunroom/Glass Enclosure</p>	<ul style="list-style-type: none"> • A sample photo of the type of Sunroom/Glass Enclosure requested to be installed. • A breakdown list of each material that will be used in the installation including any renderings/drawings of the project from the vendor. • Clarification as to the type of roofing for the enclosure; if different from the roof previously installed for the home must provide a sample photo.
<p>Tree Removal/Replacement</p>	<ul style="list-style-type: none"> • Sample photo of the tree requesting to be removed. • A copy of the legal boundary survey with the area where the tree is located clearly marked. • If replacement is requested, a sample photo of the type of tree or plant requesting for replacement as well.
<p>Water Softener</p>	<ul style="list-style-type: none"> • A sample photo of the type of Water Softener requested for installation. • A copy of the legal boundary survey of the property with the area that Water Softener will be installed clearly marked with measurements. • Clarification as to if the Water Softener will be located within the garage or on the exterior of the home. If on the exterior of the home, provide a copy of the legal boundary survey of the property with the area it will be placed clearly marked. Should the Water Softener be on the exterior of the home method with which you will block the view of the box from street or neighboring lots may be requested; see Garbage Enclosure, if so.
<p>Window Replacement</p>	<ul style="list-style-type: none"> • A sample photo of the front of the home as is. • A sample photo of each window requesting to be replaced. • A sample photo of the type of window requested as the replacement.
<p>OTHER</p>	<p>Please contact Vesta Property Services at 904-747-0181 for further clarification should further questions arise.</p>