

Revised: November 19, 2018

# ARCHITECTURAL REVIEW REQUEST FOR PROPERTY IMPROVEMENT

## HIDDEN HILLS COMMUNITY ASSOCIATION

12620-3 Beach, Blvd. #301, Jacksonville, FL 32246



Please send this completed form and all attachments to [ARB@KingdomManagement.com](mailto:ARB@KingdomManagement.com) for processing.

### ARCHITECTURAL REVIEW COMMITTEE USE ONLY

Date Received: \_\_\_\_\_ Decision Date: \_\_\_\_\_

ARC Member Signature: \_\_\_\_\_ ARC Decision:  Approved  Denied

**ARB Comments/Conditions for Approval:**

Date Submitted \_\_\_\_\_ Owner's Name \_\_\_\_\_

Property Address \_\_\_\_\_

Owner's Mailing Address (If different from above) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

What type of project/improvement are you requesting?     Tree Removal/Trimming     Fence  
 Landscape Modifications     Exterior Painting     Roof     Driveway  
 Other Exterior Modification or Construction     Roll-off Dumpsters or Temporary Storage

I understand and agree no work on this request shall commence until written approval of the Architectural Review Committee has been received by me. I represent and warrant the requested changes strictly conform to the community Design Guidelines and these changes shall be made in strict conformance with the Design Guidelines. I understand I am responsible for complying with all city and county regulations. Neither the Association's Board of Directors, the Association's Architectural Review or Covenants and Restrictions Committee, nor their respective members, secretary, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of any action with respect to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof. Contractors are only permitted in the community between 8 a.m. to 5:30 p.m., Monday through Saturday, and 8 a.m. to 6:30 p.m. during daylight saving time.

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

*For your application to be complete, please provide detailed information on the second page of this form. Incomplete information will slow down the process.*

IF YOU WISH TO APPEAL THE RESULTS OF THE ARC DECISION, PLEASE CONTACT KINGDOM MANAGEMENT WITHIN 30 DAYS FROM THE DATE OF THE ARB DECISION AT 904-646-2626.

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Please provide a complete description of your project/improvement. Include a copy of your lot survey, showing the location of the proposed project, if applicable.

- 1) For tree removal, provide a brief description of need to remove the tree. Note that trees under 6" diameter do not need ARC approval.
- 2) For significant landscape modifications, submit a landscape plan or survey showing the location of modifications; a detailed list of plants to be installed, including height and the number of plants; a list of features such as fountains, planters, edging, stones, etc.; and any other helpful information.
- 3) For all construction-type projects (roof, fence, driveway, etc.) include the type of material, colors and include drawings, brochures, photos, website links, etc. Be as specific as you can, including brand name and product line (ex. GAF Timberline roof shingles, Barkwood color).
- 4) If repainting, you must supply colors for exterior walls, eaves, window trim, garage door, and front door. For houses with a lot of stone or brick, it is useful to describe where the paint will be or not be applied. **NOTE: Actual paint samples should be submitted. Paint samples should be routed through Hidden Hills internal mail to the ARC Committee, or given to the gate guards.**
- 5) If having an in-ground pool installed, you must indicate what type of access you plan to use for trucks, equipment, etc. in order to reach your backyard.
- 6) Roll-off dumpsters and temporary storage containers may be on your property for up to 2 weeks. A request may be submitted to the ARC for no more than two 1-week extensions.

**NOTE 1:** Any damage to sidewalks, curbs, roads, grasses, and common grounds of Hidden Hills Community Association will have to be restored to its current condition and will be the responsibility of the homeowner making this request.

**NOTE 2:** The review and approval process may take between ten and 30 days (unless an emergency). ARC approval is valid for 90 days. You must reapply after 90 days if the project isn't complete.

Please provide a complete description of your project/improvement with as much detail as possible. Use additional paper, if needed.

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Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_

**For exterior painting, submit the following paint samples, including manufacturer name and color number and leave color samples at the Gate:**

Main house color (siding):	Eaves:	Window Trim:
Garage door:	Front door:	Other (please specify):

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