

Community Name: Kelly Pointe at Nocatee Homeowner's Association
A Deed Restricted Community

ARCHITECTURAL REVIEW COMMITTEE SUBMISSION FORM

Any modifications to the exterior of your property must be submitted to the Architectural Review Committee for approval *PRIOR* to any work or modifications being constructed on your property. Please provide the following supporting documents to best assist the committee with their review.

1. **Complete this submittal form and include a full written description of your project.**
2. **Provide a copy of your full survey, showing the location of the area you are proposing to do your project. Fences should be indicated with x's in the locations they will be installed. Additions, lanais and landscaping should be indicated with lines and dimensions of distance from property lines. Highlighting is helpful!. (Does not apply to the painting of your home)**
3. **Provide us with any and all design drawings that pertain to your submittal, along with any pictures, samples, and colors. Pictures of the existing area are very helpful as well. If adding a pool or addition of any type, we require an elevation plan as well.**
4. **If submitting for a home color change, please provide us with a paint stick for each of the colors you are proposing to use. Please indicate location of the color, on each stick. (Body of home, Trim, Doors) They can be dropped off at the ARC chairperson's home.**
5. **Also provide a copy of any contract you have for your project and when applicable, a copy of the permit received for the work to be completed. This is important for us, to make sure the work is being completed in accordance with all applicable building codes.**

Date Submitted _____ Phone #'s _____

Owner _____ Email _____

Property Address _____ City Ponte Vedra Zip 32081

Lot # _____ County St. Johns

Mailing Address if different from above: _____

Circle One

LAKEFRONT LOT: Yes or No

CORNER LOT: Yes or No

Contractor _____ Phone# _____ Email _____

Homeowners Description of project:

Homeowner is responsible for compliance with all applicable city ordinances and permits if application is approved.

FOR OFFICE USE ONLY

<i>DATE RECEIVED</i>	<i>DATE APPROVED</i>	<i>DATE DENIED</i>
<i>DATE OF LETTER</i>	<i>DATE OF SIGNATURE</i>	<i>DATE MAILED</i>

Return to:

BCM Services, Inc., 920 Third St., Suite B, Neptune Beach, FL 32266

Phone: (904) 242-0666

Fax: (904) 242-0670

arc@bcmervices.net