

# ARCHITECTURAL REVIEW APPLICATION

C/O J&L Property Management, Inc  
10191 W. Sample Rd. #203  
Coral Springs, FL 33065  
Office: (954) 753-7966 Fax: (954) 753-1210  
www.jlpropertymgmt.com

## **REQUIREMENTS FOR SUBMISSION OF ARB FORMS**

- Work cannot be started until you receive back the architectural form signed and approved.
- If you are doing the work yourself, put "Homeowner" next to "Contractor Name" on the Architectural Change Application. Only submit documents 1-4 that are listed below.
- Include one (1) copy of the documents listed below **WITH** your architectural request or it may not be accepted if it's incomplete.
- The unit owner is responsible for obtaining necessary permits required from the City.
- The unit owner is responsible for any and all damages to Association property and any utilities, including sewer, water, cable, electric and telephone.
- The unit owner must remove all debris off Association property from the work that is being done.
- Other conditions may be applicable and may be determined or stipulated on an individual basis.
- Please note: If you are part of a Master Association, you will be required to obtain approval from them as well prior to starting any work.

## **DOCUMENTS LISTED BELOW MUST BE SUBMITTED BACK WITH YOUR REQUEST:**

1. **Complete ARB form – Fill in each box indicating colors, materials, and proposed work**
2. **A picture of the item/material that will be installed or used for your request (Windows, doors, paint samples, etc.)**
3. **A copy of the property Survey or a Site Plan indicating where and what the improvements are (If applicable)**
4. **A copy of the Contractor's License**
5. **A copy of the Contract detailing the work (does not have to show the price)**
6. **A copy of the Contractor's General Liability Insurance Certificate & Workers Comp Certificate or Exemption form. The General Liability Certificate and Workers Comp Certificate must be made out to your Association as follows:**

**EMERALD SPRINGS HOMES DAVIE HOA c/o**  
J&L Property Management, Inc.  
10191 W. Sample Rd. #203  
Coral Springs, FL 33065

**Documents can be returned to J&L Property Management via Emailed, mailed or dropped off to our office. Below is the information for your records.**

**Email:** Arcrequests@jlpropertymgmt.com

**Mail:** J & L Property Management, Inc.  
10191 West Sample Rd., Suite 203  
Coral Springs, FL 33065

**Request for Architectural Committee Review  
EMERALD SPRINGS ESTATES HOMEOWNER ASSOCIATION**

Submitted Check List

Request From

- Survey/ Plot Plan
- Bldg. Plans
- Elevations
- Details
- Specification
- Permit
- Photos
- Other (noted)

Date: \_\_\_\_\_  
 Home Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Description of addition, alteration, improvement being requested for approval:  
 (Include/Attach: materials, color, size, detailed dimension site plan and offsets to adjacent property)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Closest Neighbors Affected (Name, Address)

- Right side \_\_\_\_\_
- Left side \_\_\_\_\_
- Front (across street) \_\_\_\_\_
- Rear (across lake) \_\_\_\_\_

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

Address: \_\_\_\_\_

- Cert of Insurance Expiration Date \_\_\_\_\_
- Occupational License No. \_\_\_\_\_
- Cert of Competency No. \_\_\_\_\_
- Copies Attached \_\_\_\_\_

Home Owner Affidavit (all boxes must be checked and a scheduled date of completion supplied to obtain ARC approval)

- I have read the covenants and restrictions of my Association and agree to abide by such covenants and restrictions. No work will be commenced without the approval of my Association.
- I am aware that I will be held responsible for any damage done to the common area and adjacent property.
- I am aware that all work, once started, must be completed in a timely manner and is schedule not to exceed \_\_\_\_\_ days.
- I am aware that the streets and property are to be kept clean daily.

Date: \_\_\_\_\_

Signed \_\_\_\_\_

Home Owner

**ALL APPROVALS CONTINGENT ON HOMEOWNER COMPLYING WITH  
 ALL APPLICABLE STATE, COUNTY OR CITY BUILDING CODES AND  
 OBTAINING PERMITS**

**FOR ASSOCIATION USE ONLY**

- Reviewed and approved by the Association's Architectural Committee
- Preliminary approval subject to review by board
- Insufficient information submitted- resubmit
- Not approved (noted)
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Neighbor Inquiry Comments:

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Other Comments:

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Signed by Architectural Committee

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Paul Berryman

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Armando de la Cruz

Date \_\_\_\_\_