

Architectural Control Committee Application Form

- General Application \$ 25
- Late Application \$125
- New Construction \$180
- Appeal/Resubmit N/A
- Like for Like N/A



Make checks payable to: JCP ACC
Memo Line: Acct # or Address & "ACC Appl for ____"

File No. _____

Date submitted: _____
 Accepted by: _____
 Delivered by: _____
 Check # _____
(For Office Use Only)

Lot Type

- Pond
- Preserve
- Golf Course
- Corner
- Regular
- Commercial

Homeowner: _____ Neighborhood: _____
 Address: _____
 Cell: _____ Home: _____ Email: _____
 Project Description: _____

Is this request in response to a violation letter we sent you? Yes No

The undersigned hereby acknowledges receipt of the disclaimer on the back of this application and agrees to follow the Covenants, Rules and Regulations set forth in your governing documents.

Homeowners Signature _____ Date ____/____/____

Complete applications should include the following items:

- Application:** Must include the application fee, neighborhood, lot type, project description, contact information, ACC Disclaimer acknowledgment and homeowner signature.
- Property Survey (copy):** Must include the location of the existing house and other structures; driveways and walkways; all known easements and rights of way lines; the location and dimensions of proposed improvements; and dimensions from property lines to improvements. (Not required for painting or roofing request)
- Photographs:** Must include photographs of the exterior home prior to commencement of work.
- Exterior Painting:** Must include color printed photos of neighboring homes. Paint swatches must be provided for the: Exterior Body, Trim, Front Door, Garage Door and Shutters (if applicable).
- Additional Information:** Must include information such as dimensions, color samples, material samples, photographs, arborist reports for trees and any other project-specific details.

Review and approval by the ACC is limited to aesthetic evaluation of proposed improvements. The ACC follows the JCP Covenants and Restrictions, ACC Guidelines and other applicable governing documents of JCP. The JCP Covenants and Guidelines are available at jcppoa.com. Completed applications must be received by 5:00 pm on the Thursday prior to the next scheduled ACC meeting.

Applications should be emailed to jcpacc@vestapropertyservices.com or delivered to 950 Davis Pond Blvd, St. Johns, FL 32259

ACC meetings are open to JCP residents and homeowners; attendance is encouraged, but not necessary. The project is subject to initial, random and/or final inspections. Payment will need to be made on the owner portal before review.

		First Submittal		Committee Use Only		Second Submittal	
<input type="radio"/>	Approved	(initials)	Date:	<input type="radio"/>	Approved	(initials)	Date:
<input type="radio"/>	Denied	(initials)		<input type="radio"/>	Denied	(initials)	
		Third Submittal		Committee Use Only		Fourth Submittal	
<input type="radio"/>	Approved	(initials)	Date:	<input type="radio"/>	Approved	(initials)	Date:
<input type="radio"/>	Denied	(initials)		<input type="radio"/>	Denied	(initials)	

First Submittal Comments:	Not valid unless stamped here
Second Submittal Comments:	
Third Submittal Comments:	
Fourth Submittal Comments:	



Restrictions, Requirements and Disclosure

In addition to ACC review and approval, the applicant must independently ensure that the proposed improvements (i) comply with the requirements of all County and State laws, rules, codes and regulations, and obtain any required permits or consents by such regulatory agencies; (ii) comply with the covenants and restrictions contained in the governing documents of the Association; (iii) do not violate any regulatory building restrictions; and (iv) do not encroach into set-back areas, or easements or property not owned by the applicant.

If the proposed improvements will be located within an easement, the applicant must obtain approval from the easement owner in addition to the ACC review. The ACC does not have the authority to authorize encroachments into Association common property or easements, or property or easements not owned by the Association.

Any work performed under an approved application must result in a condition found by the ACC to be aesthetically pleasing. Notwithstanding, no approval provided by the ACC shall act to approve or provide judgment as to the proper method or means of construction, or safety or fitness for use, of any improvement constructed pursuant to such ACC approval.

If the project is started before receiving ACC Approval, a late fee may be applied toward the property owner's account. After final inspection, a letter of final approval and compliance will be sent to you, if the project meets the approved conditions. If your final inspection fails to be in compliance with the ACC approved conditions, a letter will be sent outlining the deficiencies, any period by which the deficiencies must be corrected and your recourse in the matter.

Access through the Associations common areas and easement areas for construction purposes is not allowed without the prior written approval of the Association Board of Directors and the posting of a property repair fee, which shall be returned after project completion and a satisfactory inspection of the accessed common property. A St Johns County permit may also be required for right of way access. Property owners should not change or modify the drainage on any property to cause the property to be out of compliance with the approved SJRWMD permitted plans and specifications for the Julington Creek Plantation subdivisions or any other applicable regulatory agencies.

Please note that approval is subject to all qualifications, requirements and limitations listed on the ACC application form, and as may be approved by the ACC.