

SEVILLA at World Commerce Homeowners Association, Inc.

ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION

MAIL APPLICATION TO: 10175 FORTUNE PARKWAY, SUITE 906 , JACKSONVILLE, FLORIDA 32256

OFFICE: (904) 223-7224 FAX: (904) 364-2166 [EMAIL: ARBNE@LelandManagement.com](mailto:ARBNE@LelandManagement.com)

Name _____

Property Address _____

Mailing Address _____ City _____ State _____ Zip _____

Phone (s) Home _____ Work _____ Fax _____

In accordance with the Declaration of Covenants, Conditions and Restrictions and the Association's Rules and Regulations, Installation must conform to this approval and the Association's guidelines.

I hereby request your consent to make the following changes, alterations, renovations and/ or additions to my property.

- Fence Swimming Pool Lawn Ornament Patio Screen enclosure
 Exterior Color Landscaping Lawn Replacement Satellite Other _____

Description: _____

Attach two (2) copies of the property survey that shows the locations of the proposed change, alteration, renovation or addition. Attach two (2) drawings of your plan(s). Attach two (2) color samples, if applicable.

NOTE: APPLICATIONS SUBMITTED BY FAX OR WITHOUT TWO (2) COPIES OF THE SURVEY, DRAWING, OR COLOR SAMPLE WILL BE CONSIDERED INCOMPLETE. IF AN APPLICATION IS INCOMPLETE, IT WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU.

<u>REVIEW FEES:</u> (Check is made payable to Homeowners Association)	Review Fee	Deposit Fee
Satellite Dish	\$.00	\$ 0.00
Fence Plan and Detail - (A) Interior Lots Only: White Vinyl (tongue and groove style. No lattice tops & New England caps, height of vinyl fence 6 ft.); (B) Lake lots only: Black flat top aluminum not to exceed 4ft high. Number of gates: _____	\$.00	\$ 0.00
Pool Plan and Detail	\$.00	\$ 0.00
Screen Room or addition	\$.00	\$ 0.00
Room additions	\$100	\$ 0.00
Major Landscape Alterations, including fountains and water features	\$.00	\$ 0.00
Play Equipment	\$.00	\$ 0.00
Exterior Color Selections (Click Here to Select From Approved Sevilla House Color Palette)	\$.00	\$ 0.00
Basketball Backboard	\$.00	\$ 0.00
Exterior Lighting / minor landscape / screen existing lanai / rain gutters	\$.00	\$ 0.00

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS.

- No work will begin until written approval is received from the Association. You have 60 days from the approval date to complete the work. If not, then you must reapply for ARB approval.
- All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
- All work will be performed timely and in a manner that will minimize interference and inconvenience to other residents.
- I assume all liability and will be responsible for any and all damages to other lots and / or common area, which may result from performance of this work.
- I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
- I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
- Leland Management Inc. or an HOA representative may contact me to discuss or arrange a pre-inspection and/or a post-inspection of work requested.
- Upon receipt Leland Management, Inc. will forward the ARB Application to the Association. A decision by the Association may take up to **30 days**. I will be notified in writing when the application is either approved or denied.

ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THEIR ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS.

Signature of Owner(s): _____ Date: _____

Do Not Write Below This Line

This Application is hereby: () Approved () Disapproved

Date _____ Signature _____ Comments: _____

Date Received from Owner _____ Mailed to Assn _____ Mailed to Owner _____