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## BOARD OF ARCHITECTURAL REVIEW PROJECT APPLICATION

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Two (2) copies of the following information **must** accompany each submission for review:

1. Plot plans/survey showing the building restriction lines, easements, existing house, driveway and requested improvements such as but not limited to fence and screen enclosures. You can obtain a copy of your property plat map in your closing papers. \* **NOTE:** Screen enclosure applications must include construction plans and specifications of roof type and elevation, color of frame and screen. **Check your community documents for restrictions.**
2. Include with your application a detailed written description of your project including drawings and pictures if necessary. All applications must be signed by the homeowner.
3. **This fee is currently being waived by the Board of Autumn Glen HOA.**  
(A check for \$\_\_\_\_\_ is the fee for all structural improvements and/or attachments i.e. fences, screened rooms, etc. except satellite dish submissions.)

**Satellite dish submissions will not be accepted on this form.**  
**Please use the Satellite Dish Application Form.**

Completed applications should be mailed to:

Autumn Glen Townhome Owners Association, Inc.  
c/o Floridian Property Management  
414 Old Hard Road, Suite 502  
Fleming Island, FL 32003

For Questions concerning ARC guidelines, please send an email through the <https://www.autumnglenfip.com/contact-us> web page.

**\*Note: Local, County and State Government regulations may also apply to your project. It is the responsibility of the homeowner to comply with these regulations and the obtaining of any additional permits/approvals.**

4. **You will be notified of the approval or denial within 45 days unless circumstances warrant more time. If approved, your project may be subject to initial, random, and/or final inspections by the ARC.**

***Notice: No work is to begin prior to receiving a written approval letter from the ARC. Owner will be subject to fines pursuant to the Covenants of Autumn Glen and Florida Statutes if work begins prior to receipt of WRITTEN approval from the ARC.***

# AUTUMN GLEN BOARD OF ARCHITECTURAL REVIEW PROJECT APPLICATION

Mail Application to: Architectural Review Committee, Autumn Glen Townhome Owners Association, Inc.  
c/o Floridian Property Management, 414 Old Hard Road, Suite 502, Fleming Island, FL 32003

**NOTICE:** No work is to begin prior to receiving a WRITTEN approval letter from the ARC. Owner will be subject to Fines and/or Liens pursuant to the Covenants of Autumn Glen if work begins prior to receipt of WRITTEN approval from the ARC.

Application Fees: This cost is currently being waived by the Board of Autumn Glen HOA

Required Submissions: Two (2) sets of plot plans/surveys are required with each application for patio and landscape design.

Property Owner(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Approval requested for (Property Address): \_\_\_\_\_ Submitted by: \_\_\_\_\_

## Fence (section VI of the guidelines)

**Plan and Detail:** All gates must be 5ft wide. Rear setbacks must be 5ft from the property line, on all fences. For end units, the side setback must be 5ft from the outside property line if adjacent to another unit, and 10ft from the curb if side is adjacent to the street. (Guidelines serve to allow access for landscape contractor and emergency personnel if needed.) Fencing must be kept clean and well maintained. If a fence is not maintained and the ARC determines it to be unsightly, the fence must be drastically improved in appearance or removed within 30 days of the owner receiving written notification of the poor condition. If an owner does not take action that the ARB deems appropriate, then the Autumn Glen Townhome Owner Association's Board has the authority to have the fence taken down, at the owner's expense. Attach two copies of plot plan/survey denoting dimensions and planned location of fence and gate(s).

Lots that are adjacent to a lake: May only install 4ft Black Aluminum open picket and again must be maintained.

Lots that are adjacent to Town Center Boulevard Only: If a Six-foot Beige vinyl fence is chosen, the rear property line and the last 16 feet of side fencing must change to Four-foot fencing of the same type. The reduction in height will occur gradually at an angle not to exceed 45 degrees.

Fence Style (circle one): 6' Tan/ Beige Vinyl / 4' Black Aluminum Open Picket

For Vinyl Fences, Top of Board Style (circle one): Dog-Eared / Rounded / Flat or Straight-edge

**Patio Enclosure (section IV-A of the guidelines):** The enclosure may not exceed the existing 8 x 10 patio. Attach two copies of contractor's plans, elevation drawings, and plot plan/survey denoting location. Provide detailed description of materials.

Screen Material Size: \_\_\_\_\_

Screen Color (circle one): Black / Charcoal Structural Supports and Door Color (circle one): Black / Bronze

**Landscape Design, Decorations, lighting (section I-a, b, c, d, e, II-A, III-a, b, c):** Attach two (2) copies of plot plan/survey denoting location of proposed landscape plant material, turf, decoration or lighting. Provide detailed description of all plant material, turf, decoration or lighting, to include; size, quantity, colors, etc. If contracted provide two copies of proposed design plan. If you have color store/manufacture ads or photos of the proposed alterations, it will speed up the ARB decision process.

**Other (not listed above- ex. gutters, front door color, storm door-see guidelines for details):** Please give as much detail as possible in description: \_\_\_\_\_

**All submittals must comply with both Fleming Island Plantation and Autumn Glen's Covenants & Restrictions, and with the Autumn Glen Architectural Guidelines.** Compliance with all approved architectural and landscaping plans is the responsibility of the owner of legal record and any change to the approved plans without prior ARC approval subjects these unapproved changes to disapproval, hence, enforced compliance to the approved plans may result. Submitted plans will be reviewed for the limited purpose of determining the aesthetic compatibility of the plans with the community and compliance with deed restrictions of the community. If approved, the plans will be approved only for this limited purpose. No review will be made with respect to functionality, safety, and compliance with governmental regulations or otherwise, and any party concerned with such matters should not rely on any approval granted in the future. The approving authority expressly disclaims liability of any kind with respect to the plans, the review thereof, or any structure built pursuant thereto, including but not limited to, liability for negligence or breach of implied warranty. You are responsible for obtaining all required easements, permits, licenses, and approvals that may be necessary. Any approval granted based on this Application shall not be construed to grant variances, exceptions or deviations from any setbacks or use restrictions. Compliance with all applicable building codes is the responsibility of the general contractor and/or owner. The owner is responsible for positive drainage during and after the construction and/or installation on the lot. No water drainage is to be diverted to adjoining lots. The owner is responsible for informing the primary contractor of all restrictions affecting the proposed work. The owner is responsible for compliance with all restrictions, regardless of whether or not work is performed by a contractor or other third party. *No application will be reviewed or considered without the homeowner's signature, and payment of the appropriate fees (if applicable).* I have read, understand and agree to the foregoing.

Signature of Legal Homeowner \_\_\_\_\_ Date \_\_\_\_\_

Signature of ARC Member \_\_\_\_\_ Approved / Disapproved \_\_\_\_\_ Date \_\_\_\_\_