
Captain's Pointe Homeowner's Association

Architectural Review Application

Mail to: Captain's Pointe Service Corp. Inc. • P.O. Box 2216 • St. Augustine, FL 32085

From: Name: _____
 Address: _____
 City, St, Zip: _____
 Phone: _____ Email: _____
 Lot#: _____ Date: _____

Type of Proposed Improvement/Change:

Select below:

- ☐ **Antenna, Aerial or Satellite Dish**
- ☐ **Clothes Line**
- ☐ **Exterior/Roof Color Change**
- ☐ **Fence or Hedge** (site plan/drawing required)
- ☐ **Pool** (site plan/drawing required)
- ☐ **Pool Enclosure** (site plan/drawing required)
- ☐ **Room Addition** (site plan/drawing required)
- ☐ **Storage Building**

A site plan is required as stated above. Detail the location and sizing of improvement/change. Please read all information on the back of this sheet and sign acknowledging your responsibilities.

Thank you for your contribution in helping making **CAPTAIN'S POINTE** a pleasant and attractive place to live. You may mail or email this application and the site plan to us at CaptainsPointePresident@gmail.com or the address above.

*Please note: All Architectural Review Application information is retained as Captain's Pointe Service, Corp, Inc. official records.

Describe improvement here: _____

Approve __ Yes __ No Date:_____ Reason:

ARC Member: _____ ARC Member:_____

I, _____ (Homeowner) request the attached plan/s for Lot #____ be reviewed for new construction/addition or projects.

I understand that these plans must meet the criteria as set forth in accordance with the Captain's Pointe Association's Deed Restrictions, County Ordinance's, and Florida Building Code Statues (FS 553) or they may be disapproved on that basis alone by the ADC committee. I also understand I am responsible for obtaining all required permits prior to the beginning of any work.

I understand that I must also sign a "Trash & Debris Agreement" and submit it along with my proposed plans to the ADC committee.

If not new construction, give a brief accurate description of the addition or project along with the design plan/s.

The Captain's Pointe ADC committee will review the plans and return this form and any other document(s) to you within thirty (30) days, approved/disapproved.

If your request is disapproved and you wish to appeal the decision, you may ask to appear before the ADC for explanations or comments. Please contact an ADC committee member with your request.

Signature

Date