

# Harbour Island Architectural Review Request

PO Box 351676 Jacksonville, FL 32235

Date Submitted \_\_\_\_\_ Owner's Name \_\_\_\_\_

Property Address \_\_\_\_\_ E-Mail \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

What type of project/improvement are you requesting?  Fence  In-ground Pool  
 Hot Tub  Exterior Painting  Deck/Patio/Enclosure  Storage Shed  
 Other (Provide details) \_\_\_\_\_

For your application to be complete, please provide us with the following information.

1. Complete description of your project/improvement, being as detailed as possible. Include the type of materials to be used, drawings, brochures, and sample colors if applicable. Attach a copy of a certified lot survey showing location of proposed improvement/project.
2. If repainting, supply old trim and exterior wall colors, samples of new colors, color of roof, and brick or accent masonry colors.
3. If installing hardy panel, brick, stucco, or new roof, submit a color sample of all colors including colors of roof and any masonry on your home.
4. If you are having an in-ground pool installed, indicate what type of access you plan to use for trucks, equipment, etc. in order to reach your backyard.
5. Any damage to sidewalks, curbs, roads, grasses, and common grounds of West Ridge Estates Homeowners Association will have to be restored to its current condition and will be the responsibility of the homeowner making this request.

Provide a complete description of your project/improvement. You can supply a separate sheet of paper if more space is needed.

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**Please allow up to 30 days for approval. Approved projects must be completed within 90 days.**

*Email this form and all documents to [Diane@GorillaGroup.org](mailto:Diane@GorillaGroup.org), fax to 904-685-8948, or mail to Harbour Island, PO Box 351676 Jacksonville, FL 32235.*

*Any damage to sidewalks, curbs, road, grass, and common grounds will be the responsibility of the owner, NOT the contractor. The owner must secure all required City of Jacksonville Permits and comply with all building codes. Only the homeowner of record may request approval. Approved projects must be completed within 90 days of approval or must be resubmitted. **If your request is approved, you are encouraged to keep copies of the approval for your files.***

Owner Signature: \_\_\_\_\_

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