



**ARCHITECTURAL CONTROL COMMITTEE**  
790 Christina Drive, St. Augustine, Florida 32086  
Tel. 904-797-6441 Email: info@staugshores.net

**APPLICATION**

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

**HOMEOWNER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Unit \_\_\_\_\_

**CONTRACTOR**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
License # \_\_\_\_\_

**CHECK DESCRIPTION OF IMPROVEMENT**

- |                         |                              |   |
|-------------------------|------------------------------|---|
| _____ New House         | _____ Florida Room/Porches * | _____ 4 or More of Same House Plan        |
| _____ Swimming Pool     | _____ Storage Shed           | _____ Temporary Storage Unit/Pod          |
| _____ Fences/Walls      | _____ Utility Enclosure      | _____ Communication Device/Satellite Dish |
| _____ Landscape Project | _____ Paver /Patio Project   | _____ Driveway Installation/Replacement   |
| _____ Solar Panels *    | _____ Paint/Color Change     | _____ Other                               |
| _____ Roof Replacement  |                              |   |

**ACKNOWLEDGEMENTS (Initial Below)**

\_\_\_\_\_ I acknowledge receipt of the Architectural Control Committee Guidelines and have read and agree to abide within in regard to the modification/addition as proposed.

\_\_\_\_\_ I understand that any contractors I employ are not permitted to place signs on the property.

\_\_\_\_\_ I understand that greenbelt access or adjacent lot access is not granted for construction.

\_\_\_\_\_ I hereby agree to not begin any improvements or changes until the ACC (Architectural Control Committee) notifies me of their approval.

\_\_\_\_\_ I understand that I am responsible for maintaining a clean construction site.

\_\_\_\_\_ I understand that plans and specifications submitted for review are not being reviewed for structural integrity; compliance with zoning and building ordinances or any other applicable statutes, ordinances or governmental rules or regulations, compliance with the requirements of any public utility, easement or other agreements, or preservation of any view.

\_\_\_\_\_ Applicants are responsible to sod swales abutting property and installing and/or repairing any portion of the sidewalk that is missing or damaged.

\_\_\_\_\_ \*Solar Panel installation must be provided by a licensed and insured installer.

\_\_\_\_\_ \*Other than the approved storage sheds, as set forth in Section 12 of ACC Manual, no detached building shall be permitted.

\_\_\_\_\_ This application is valid for thirty (30) days from date of approval.

\_\_\_\_\_ **I understand a \$20.00 processing fee for each submittal is due before my application will be reviewed.**

**\*\*Incomplete Application Will Not Be Reviewed\*\***

Signed By: \_\_\_\_\_

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



**ARCHITECTURAL CONTROL COMMITTEE**  
790 Christina Drive, St. Augustine, Florida 32086  
Tel. 904-797-6441 Email: christine@staugshores.net

## **ACC APPLICATION CHECKLIST**

Completed Application

Paid \$20 Fee per submittal

Attach **official** property survey showing dimensions/location of proposed project on property

Attach pictures/plans of design, layout, elevation, finish, paint color- to show appearance of finished product/improvement

Termite application (for new homes, pools, patio, pavers, or any foundation)

Landscape plans (for new homes)

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### **ACC COMMITTEE REQUIREMENTS**

1. Meetings are held on the 2<sup>nd</sup> (second) Monday of each month at 6:00PM at Riverview Club. **Homeowner or contractor should attend meeting.** Any incomplete applications will be rejected.
2. All paperwork must be submitted by 3:00PM on the 1<sup>st</sup> (first) Monday of the month for review.
3. Site plans must show the location of addition or renovation (to scale) with dimensions and (setbacks) from proposed structure to property lines.
4. Show material to be used and construction details.
5. All drawings submitted to St. Johns County Building Dept., including surveys, must be submitted to the St. Augustine Shores Architectural Control Committee.
6. It is the property owner's responsibility to review the lot line setback requirements per the ACC Manual based upon the property's unit prior to installation.
7. Project must be completed in the manner authorized by the ACC (Architectural Control Committee), maintained in good repair and appearance, or stated improvement is subject to the Deed Violation process.
8. The approval of said plans and specifications may be withheld, not only because of their non-compliance with any of the specific restrictions contained in this and other clauses hereof, but also by reason of reasonable dissatisfaction of the ACC or it's agent with the grading plan, location of the structure on the building site, the engineering, the finish, the design, the proportions, the architecture, the shape or height of proposed/altered structure, the material used therein, the kind, the pitch, or type of roof proposed to be placed thereon, or because of its reasonable dissatisfaction with any or all other matters or things which, in the reasonable judgement of the ACC or its agent would render the proposed inharmonious or out of keeping with the general plan of improvement of the subdivision of with the structures erected on other building site in the immediate vicinity of the building site on which said structure is proposed to be erected or altered.

Signed By: \_\_\_\_\_

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