



# EAGLE LANDING

## Architectural Review Committee Design Review Application

ARC DROP BOX located at or Mail to: Eagle Landing ARC, 3973 Eagle Landing Parkway, Orange Park 32065  
Email/Scan to [ELARC@eastwestc.com](mailto:ELARC@eastwestc.com). Phone Inquires: (904) 291-7200

Property Owner Name: \_\_\_\_\_ Neighborhood \_\_\_\_\_

Property Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Lot#: \_\_\_\_\_

Best Contact #: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Mailing Address (if different from property address): \_\_\_\_\_

Contractor\*: \_\_\_\_\_ License#: \_\_\_\_\_

\*Licensed professional required for all EXCEPT recreational/play structures and minor landscaping.

To avoid processing delays, please review the ARC Guidelines, submit all requested documentation with this fully completed 2 page application plus applicable fee(s). Please allow 10-15 business days for review.

Make checks payable to: Eagle Landing Homeowners' Association.

- ☐ **\$25 Basketball Poles:** Include photo of proposed site location. Black pole & clear backboard only.
- ☐ **\$25 Exterior Colors:** Include paint samples & note location (roof, exterior paint, trim, shutters, door).
- ☐ **\$25 Exterior Lighting:** Inc. drawing of lighting location/wattage. To be installed to light subject property only.
- ☐ **\$50 Fence:** Submit copy of survey with fence location accurately marked. Note height (4' or 6'), color, fence materials.
- ☐ **\$25 Landscaping:** Requires landscape proposal with plant type, number, and sizes of plants. Include photo of existing area to be revised.
- ☐ **\$25 Patio/Pergola:** Submit survey with changes marked to scale. Include photos of site/paver color/style.
- ☐ **\$100 Pool/Spa:** (Note: Pools are required to include one of the above. Please submit all items at the same time with appropriate fees.) Include survey & scaled drawing including pool depth and landscaping plan.
- ☐ **\$25 Recreational/Play Structures:** Include site survey with location clearly marked, structure dimensions, note distance from property lines, scaled drawings, landscape plan and brochure.
- ☐ **\$100 Room Addition/Sunroom/Outdoor Living** (kitchen, fire pits, etc): Submit SCALED DRAWINGS of all elevations, site survey accurately marked, landscape plan and photos of existing site.
- ☐ **\$25 Satellite:** Attach survey with location marked.
- ☐ **\$100 Screen Enclosure** (Under existing roof or screened roof): Attach survey with footprint, colors, materials and scaled drawings of back and side elevations, photos of existing rear elevation & landscape plan.
- ☐ **\$25 Sidewalk/Driveway Replacement or Addition:** Submit site survey and approved Clay County Permit Application if replacing sidewalk. Include samples/photos of replacement material and color/style.
- ☐ **\$25 Solar Panels:** Denote roof placement. Only black panels accepted.
- ☐ **\$50 Tree Removal:** Requires site survey noting tree locations(s), approximate height, circumference (measured at chest height), type of tree and reason for removal.

Please continue to Page 2

Date Received by ARC:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Applications including required documentation and check (if applicable) may be placed in the ARC Drop Box located at the front door of the East West Realty sales office. They will be retrieved within 24 hours for review.

**SIGNATURE REQUIRED:**

I am submitting this application with required attachments for an exterior accessory described on page 1 and agree to be bound by the rules and regulations, Covenants & Restrictions and Eagle Landing ARC Guidelines as they pertain to exterior changes. ARC approval shall be final.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



Additional Notes to the ARC:

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**NOTE:** These plans have been reviewed for the limited purpose of determining the aesthetic compatability of the plans within the community and are approved on a limited basis. No review has been made with respect to functionality, safety, or compliance with governmental regulations or otherwise and any party with respect to such matters should make no reliance on this approval. The approving authority expressly disclaims liability of any kind with respect to these plans, the review thereof, or any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty.

**THE FOLLOWING APPLIES TO THE CONSTRUCTION OF POOLS, SCREENS, FENCES AND ROOM ADDITIONS:**  
This approval concerns ONLY your architectural and/or landscape plans. You are still responsible to obtain whatever easements, permits, licenses and approvals which may be necessary to improve the property in accordance with the approved plans. This approval must not be considered as permission to encroach on another property owner’s rights to use and enjoy all possible property rights. Approval of the plans does not constitute a warranty or representation by the Architectural Review Committee or any developer or landowner that the proposed improvements will be consistent with the development plans of any other landowner. Compliance with all applicable building codes is the responsibility of the general contractor and the owner and not the of the Architectural Review Committee or any developer.

In addition, this approval does not in any way grant variances to, exceptions or deviations from any setback or use restrictions unless a specific letter of variance request is submitted and the party entitled to enforce such setbacks or restrictions issues a specific letter of “variance approval”. This approval does not constitute approval of any typographical, clerical or interpretative errors on the submitted plans.

**The Owner is responsible for positive drainage during and after the construction of the lot. No water drainage is to be diverted to adjoining lots, common areas or wetlands.**  
**The Owner is responsible for informing the primary contractor.**

**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 Architectural Review Committee approval subjects these changes to disapproval and enforced compliance to the approved plans may result.**