

**ORTEGA BLUFFS HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW REQUEST FORM**

Owner Name(s): _____

Address of Property: _____

Phone: _____ Email: _____

Description of Request (1 request per form): _____

Fences: Height _____ Color (sample included) _____

Materials Used _____

Distance from front of house _____ Survey with fence clearly marked _____

Roofing: Shingle Manufacturer and Style _____

Color _____ Permit obtained _____

Exterior Painting: Include Paint Sample Chips used and locations to be painted, ie; doors, garage door, windows, shutters, trim, walls, eaves, soffits or fascia

Owners Signature: _____

Please include an active email address so we may respond more quickly to your request. Missing or inactive email addresses will default to regular mail and may delay your request. It is best to have 1 request form for each individual component of a big project. Combining multiple requests on 1 form will delay all requests if there is a need for more information.

To avoid delays all requests need to include the following if it pertains to your project.

1. All plans, drawings, pictures, etc. along with color samples to be used.
2. Please include a site survey showing the location of the improvement or request.
3. Owner is responsible for obtaining all county/state/federal permits and approvals needed.
4. Owner assumes all liability, damages, additional cost, etc. in reference to this request.
5. All requests must be approved by the ARC Committee before any work can be started.

**Submit all requests to: Ortega Bluffs, c/o CAM Team, Inc, 2233 Park Avenue, Suite 103, Orange Park, FL 32073
Phone (904) 278-2338 | Fax (904) 638-1435 | Email arc@thecamteam.com**

To be filled in by ARC Committee

Date received: _____ Date Action taken: _____

Approved Disapproved Approved with Conditions _____

ARC Representative: _____