

**Application for Architectural Change
Amelia Oaks Homeowners Association**

Mail Request To:

OR

Email Request To:

GCAM, Inc. of Amelia
c/o Amelia Oaks Homeowners Association
Architectural Review Committee
1880 S. 14th Street, Suite 103
Fernandina Beach, FL 32034

jackie@galphincam.com
(904) 277-6597 Office

Please submit the application and all supporting documents as a single pdf file.

Request Submitted By:

Homeowner Name(s): _____

Mailing Address: _____ Amelia Oaks Drive, Fernandina Beach, FL 32034 Lot # _____

Mailing Address (if other than Amelia Oaks Dr.)

Contact Phone Number(s): _____

Email(s): _____

Important Notes:

- **Before submitting any request** for architectural changes, homeowners should review the Declaration of Covenants and Restrictions for compliance.
- **Please be sure your application is complete before submitting it.** Any application without all required documents and information will be considered incomplete and will not be presented to the Architectural Review Committee (ARC) for review.
- The ARC may request additional exhibits or information to permit adequate review of the proposed change.
- **All required documents must be received by GCAM, Inc. of Amelia no later than 5:00 PM, the Friday preceding the monthly Board meeting.**

Required Attachments:

- All applications, except for exterior painting, **MUST INCLUDE** a copy of the Final Boundary Survey (Plat Map) illustrating the location and dimensions of proposed changes.
- If you are making changes to grading, a plan for drainage must be included.

Other Applicable Attachments:

- Any photos, paint samples, drawings, illustrations, diagrams, spec. sheets, etc. that will assist the ARC in reviewing your application.

Description of Proposed Change: *(Please print or type)* Attach additional pages if necessary.

Specific / Provisional Materials To Be Used:

OWNER'(S) ACKNOWLEDGEMENTS *Both owner and co-owner (if applicable) should initial where indicated.*

I / we understand and accept:

____ responsibility for ensuring compliance with all Federal, State and Local regulations concerning the correctness of the location, structural design, applicable building and zoning codes, suitability of water flow or drainage, location of utilities etc., with relation to the proposed change and for securing all required permits prior to the start of the work.

____ that no work on the proposed change shall begin until written approval by the ARC has been received by me/us OR approval has been recorded in the ARC meeting minutes and posted on the Amelia Oaks HOA website. If work is begun prior to approval, I/we may be required to return the property to its former condition at my/our own expense if this application is disapproved wholly or in part; and I/we may be required to pay any legal expenses incurred.

____ that there shall be no deviation from the plans, specifications, and location approved by the ARC. Any variation from the original application must be resubmitted for approval.

____ that I/we authorize members of the ARC or managing agent to enter upon my/our property to make one or more routine inspection(s) with prior notification of such.

____ that construction or alterations in accordance with the approved plans and specifications must commence within six (6) months of the approved date of this application and be completed within twelve (12) months of the approved date, otherwise the approval by the ARC shall be deemed conclusively to have lapsed and to have been withdrawn.

____ that I/we are responsible for any damage and all costs to repair green space, community property, and private property that results from the proposed modification.

Owner Signature _____

Date _____

Co-Owner Signature _____

Date _____