



ARCHITECTURAL REVIEW REQUEST FORM

Exterior Modification & Improvement Application

Owners must submit this form and receive written approval before beginning any exterior alteration, addition, or improvement, per the association's governing documents. Please complete all applicable fields and attach all required documentation, then email this packet to Ninadae.Aziel@SunSplashFL.com. The review period begins only once the application is deemed complete; the applicable response deadline is set by the association's declaration and architectural guidelines, not by a fixed state-law timeline.

| **Community Association Manager: Ninadae Aziel, LCAM**

1. OWNER & PROPERTY INFORMATION | Required

Owner name(s)	
Association name	
Property address	
Lot / unit number	
Mailing address (if different)	
Phone	
Email	

2. PROJECT DESCRIPTION | Required for review

Type of project	☐ Paint / color change ☐ Fence ☐ Roof replacement ☐ Landscaping / hardscape ☐ Driveway / walkway ☐ Solar panels ☐ Deck / patio / porch ☐ Exterior lighting ☐ Window / door replacement ☐ Other: _____
Detailed description of proposed work	
Materials, colors & manufacturer specifications	

Contractor name / license number (if applicable)	
Estimated start date	
Estimated completion date	

3. REQUIRED ATTACHMENTS | Application incomplete without applicable items

- ☐ Site plan / survey showing the location of the proposed work.
- ☐ Detailed drawings, plans, or specifications.
- ☐ Color samples, material samples, or manufacturer cut sheets.
- ☐ Contractor license and insurance (if applicable).
- ☐ Photographs of current condition.
- ☐ Municipal / county permit documentation (if required).
- ☐ Adjacent-neighbor notification or signatures (if required by governing documents).
- ☐ Other: _____

Incomplete applications will be returned for correction and will not start the association's review period.

4. HOMEOWNER ACKNOWLEDGMENT

- ☐ I understand that association approval does not replace, and is separate from, any required municipal or county permit, and that I am responsible for obtaining all applicable governmental permits.
- ☐ I understand that approved work must match the submitted plans, materials, and colors exactly; any material change requires a new or amended application.
- ☐ I am responsible for ensuring my contractor follows community rules, including site care, cleanup, noise, and working-hour restrictions.
- ☐ I understand that association approval does not waive or satisfy any building code, safety, or other governmental requirement.
- ☐ I will not begin work until I have received written approval from the Architectural Review Committee.

5. OWNER SIGNATURE

By signing below, the owner certifies that the information and attachments provided are accurate and complete, and agrees to the acknowledgments in Section 4.

Owner signature	
Print name	
Date	

FOR ARCHITECTURAL REVIEW COMMITTEE USE ONLY | Internal processing

Tracking item	Detail
Date application received	
Date deemed complete	
Response deadline (per governing documents)	
Reviewed by	
Decision	☐ Approved ☐ Approved with conditions ☐ Denied ☐ Incomplete
Conditions / reasons for denial	
Date decision issued	
Delivery method	

SUNSPLASH MANAGEMENT, LLC

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