

## **SUBMITTAL REQUIREMENTS** **ARCHITECTURAL APPLICATION FOR APPROVAL**

*(PLEASE READ THE INTRODUCTION TO KINGS RIDGE COMMUNITY ASSOCIATION  
ARCHITECTURAL GUIDELINES STANDARDS & CRITERIA)*

**GENERAL: The architectural *review* process is up to a 4-step procedure:**

1. Initial Application and Review by NARC and ACC.
2. Submission of Documents for City Approval (if required).
3. Commencement and Time of Construction.
4. Completion and Final Review of the Property.

Follow these procedures when submitting an Application for Approval of proposed work. This form is available from the Kings Ridge Community Management Office (CMO) and applies to Homeowners and the NARC. **Note: *Approval* is a two part process;** Neighborhood Architectural Review Committee (NARC), followed by Kings Ridge Architectural Control Committee (ACC).

### **Initial Application and Review**

It is required that a Homeowner submit to the ACC a completed Application for Approval form.

**First Step:** Submit the Application form with required attachments (specified in each guideline) to the Kings Ridge CMO. The Staff at the CMO will date stamp and log your application into the system. Your Neighborhood Architectural Review Committee (NARC) will review and approve or disapprove your application, and, if approved, will forward your application to the ACC through the CMO.

**Second Step:** The ACC will review the approved Application together with the documents submitted and indicate approval, disapproval, or recommendations for revisions. The ACC normally meets twice per month. The dates and times of the meetings are posted on the bulletin board in the Club House. The ACC will endeavor to review all applications that have been received on or before the Thursday preceding their meeting.

**Third Step:** If requested by the NARC, upon completion of the work the resident must notify the NARC for a final review.

**After Review:** The ACC will return the Application with any comments to the Homeowner through the CMO as soon as possible, who will in turn telephone the

resident to pick up the application. If the resident cannot be reached by telephone the CMO will return the application via US mail.

## **General Information**

Please furnish a copy of all required documentation. Include a copy of the ACC guideline pertaining to your proposed project. (Guidelines may be obtained from the front desk in the clubhouse, your NARC, or Kings Ridge website (Kings Ridge - Documents - Architectural Guidelines). Photographs are always helpful and may be required at times to show the location of the project or to illustrate what the project will look like when completed. It is preferred that the site plan be a copy of the plot survey and included when needed to properly describe the project and identify its location. Hand drawn plans are acceptable if they are accurately drawn, noted and dimensioned. When soliciting estimates and/or proposals from vendors and contractors, insist that they provide a copy of product data and drawings or pictures to illustrate the project. Make the application as clear as possible by including any other relevant information.

Individual neighborhoods may have established a policy which is more restrictive than Kings Ridge ACC guidelines. If your neighborhood has done so you must be in compliance with both the neighborhood policy as well as the Kings Ridge ACC guidelines. It is the responsibility of the homeowner to be in compliance, therefore, check with your neighborhood before completing an application to find out if they have a separate policy.

**NOTE:** It is FORBIDDEN to start construction of any improvement, alteration, or addition to any existing structure or make any site improvements or changes until the appropriate documents indicating the proposed design, nature, kind, shape, size, color, materials, and location of same have been submitted to and approved by the NARC and the ACC. To insure compliance each property may be visited prior to the ACC review. In **ALL** cases the ACC Guidelines must be followed. Florida Statute 720.3035 provides the authority of the association Architectural Control Committee (ACC) to review and approve plans, specifications, and required documentation pertaining to all the items described and listed above in this note and to enforce the standards for the external appearance of any structure or improvement located on a parcel or home site within the community.

Be sure that the contractor obtains all the building permits required. Include a site plan showing location of all changes, and manufacturer's product data, when available. Advise your contractor to **"CALL 811 BEFORE YOU DIG"**.