

**OAKBROOK PROPERTY OWNERS ASSOCIATION, INC**  
**Architectural Alteration Application**

TO: Oakbrook POA, 205 Waler Way, Suite 5, St. Augustine, FL 32086  
FROM: Property Owner \_\_\_\_\_ Lot # \_\_\_\_\_ Phone \_\_\_\_\_  
Email Address \_\_\_\_\_  
Property Address \_\_\_\_\_  
Mailing Address (if different from above) \_\_\_\_\_

**2 COPIES OF THIS APPLICATION AND ALL SUPPORTING DOCUMENTATION IS REQUIRED.**

**\*\*\*\*ONE REQUEST/ITEM PER APPLICATION\*\*\*\***

\_\_\_ **Landscaping** – Attach a copy of your Lot Survey with the proposed location of the changes drawn in, as well as a list of shrubs/trees and where they will be planted or removed. If removed, indicate replacement shrubs/trees, if any.

\_\_\_ **Play Equipment** – Attach a copy of your Lot Survey with the proposed location of the Play Equipment drawn in, as well as a picture of the Equipment and detail on its construction.

\_\_\_ **Exterior Painting of Home** – Attach color chips for each color you plan to paint (body, trim, doors, garage door, etc), as well as a picture of your home and the home on either side of you.

\_\_\_ **Pool Plan and Detail** – Attach a copy of your Lot Survey with the proposed location of the pool and the pool equipment drawn in, as well as a copy of the pool plans your Vendor will be submitting to the County for approval.

NOTE: Pools must be fenced or screened.

\_\_\_ **Building Addition/Alteration** – Attach a copy of your Lot Survey showing the proposed location of the Addition/Alteration etc, as well as a detailed description of the construction, including dimensions. If a Permit is required, please submit a copy of the plans your Vendor will be submitting to the County for approval.

\_\_\_ **Other -** \_\_\_\_\_

**Description of Work to be done:** \_\_\_\_\_

**Date work to begin** \_\_\_\_\_ **Projected Completion Date** \_\_\_\_\_

Note: These plans have been reviewed to ensure they are compatible with our community restrictions. No review has been made with respect to functionality, safety and 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 any 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, or conformity to specific lot restrictions.

This approval concerns only your architectural and/or landscape plans. **You are responsible to obtain whatever easements, variances, permits, licenses and/or approvals that may be necessary to improve the property in accordance with the approved plans.** This approval must not be considered to be permission to encroach on another property owner’s right to use and enjoy all possible property rights. Approval of the plans does not constitute a warranty or representation by the Association or landowner that the proposed improvements will be consistent with the development plans of any other landowner. In addition, this approval does not in any way grant variances to, exceptions, or deviations from any setbacks 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 interpretive errors on the submitted plans. Compliance with all applicable building codes is the responsibility of the general contractor and the owner and not that of the Association. **The Owner is responsible for positive drainage during and after the construction of the improvement. 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 this application as approved is the responsibility of the Owner of legal record, and any change to the approved plans without prior Architectural approval subjects these changes to disapproval and enforced compliance to the approved plans may result.**

Homeowner Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**(Document must be signed by a Homeowner whose name appears on the Deed/Title to the Property)**