

**MARSHVIEW AT PONTE VEDRA SHORES WEST ASSOCIATION, INC.**  
**c/o Sovereign & Jacobs**  
**461 A1A Beach Blvd**  
**St. Augustine, FL 32080**  
**(904) 461-5556**

**Request for Architectural Review of  
Proposed Modification**

Owner's Name \_\_\_\_\_ Date \_\_\_\_\_  
Unit Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Contact Address (if different from Unit Address) \_\_\_\_\_  
\_\_\_\_\_

**AUTHORITY FOR REVIEW**

In accordance with and provided by the **Declaration of Covenants and Restrictions for Marsh View at Ponte Vedra Shores**, the Marsh View at Ponte Vedra Shores Architectural Control Committee (henceforth, the ACC) has the authority and responsibility to review and approve or disapprove any and all exterior improvements, additions, alterations or changes of any kind to a unit. Refer to **Article VIII, Section 8.1** and **Article IX, Section 9.1** for specific authority and requirements.

**REQUIREMENTS FOR REVIEW**

Provide a detailed description of the proposed improvements, alterations, modifications or changes: (Attach additional page if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: An owner seeking approval to re-paint their unit is advised that all owners within a building are to perform such maintenance at substantially the same time. To insure coordination of such maintenance, no unit owner may perform re-painting of their unit unless the other unit owners in

their building have agreed to re-paint their units at substantially the same time. A combined Request for Architectural Review form may be submitted by all building unit owners or each owner within the building may submit an individual form.

Describe the materials that will be used, including color(s) and dimensions. Provide pictures, drawings, proposals, plans, manufacturer's specifications and product brochures or any other information that will be helpful to the Committee in considering the request.

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Describe project specifics including work timeline, impact to surrounding landscaping, lots, environments, natural vegetation, existing views and immediate neighbors.

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Provide the name of the contractor that will be conducting the work. Include licensing, bonding and insurance information.

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Will the work require permitting?     yes     no

**OWNER'S ACKNOWLEDGMENT AND CERTIFICATION**

I understand and agree that no work on this request shall commence until written approval of the ACC and Architectural Review Committee (ARC) of the Master Association, required by our Declarations (**Article IX, Section 9.5**), has been received by me. I represent and warrant that the requested changes, if approved, will be carried out according to the plans described herein, including any changes under the terms and conditions specified in the letter of approval, and will conform to and comply with the Covenants and Restrictions for Marsh View at Ponte Vedra Shores West and all other governing documents of the Association and any Sub-Association.

I understand that approval from the ACC and ARC does not relieve me of the responsibility for obtaining any and all necessary permits and/or observing all local zoning ordinances. If any portion of the Association's or Sub-Association property is disturbed or damaged by either myself or my contractor, I agree to be responsible for and to restore the common elements to their original condition(s).

Neither the Board of Directors of the Associations, the ACC, the ARC, nor their respective members, or representatives shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of any action with respect to any submission. The ACC and ARC are directed toward review and approval of site planning, appearance and aesthetics, including compatibility with adjacent buildings, protection and enhancement of property values and consistency and harmony with the original development design and architectural treatment. None of the foregoing entities assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction or technical suitability of materials. I hereby release and covenant not to sue all the foregoing from or for any claims for damages regarding this request or the approval or denial thereof with regard to claims for damages to persons or property arising out of the review and decision of the Associations, the ACC, the ARC, its members, representatives or employees.

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward completed application and support materials to:**

**Architectural Control Committee  
Marshview At Ponte Vedra Shores West Association, Inc.  
c/o Sovereign & Jacobs  
461 A1A Beach Blvd  
St. Augustine, FL 32080  
(904) 461-5556**

**The application and the support materials may alternatively be faxed to (904) 471-7855 or sent electronically to [arcdesk@sovereign-jacobs.com](mailto:arcdesk@sovereign-jacobs.com) to expedite the process.**

**For Use by the Architectural Control Committee**

Date Received \_\_\_\_\_

Date of Review \_\_\_\_\_

\_\_\_\_\_ Approved by a quorum of the ACC with conditions as follows:

\_\_\_\_\_

\_\_\_\_\_ Denied for reasons as follows) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
ACC Representative Signature (electronic signatures are acceptable)



**For Use by PVSW Architectural Review Committee**

Date Received \_\_\_\_\_

Date of Review \_\_\_\_\_

\_\_\_\_\_ Approved by a quorum of the ARC with conditions as follows:

\_\_\_\_\_

\_\_\_\_\_ Denied for reasons as follows) \_\_\_\_\_

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\_\_\_\_\_  
ARC Representative Signature (electronic signatures are acceptable)