

**EAGLE CREEK
ARCHITECTURAL CONTROL COMMITTEE REQUEST**

Property Street Address: St. Augustine, FL 32259
Owner Name:
Phone: Other Phone:
Mailing Address:
E-mail Address:
Contractor's Name & Lic. #
Anticipated Start Date:
Anticipated Completion Date:

Type of change or addition requested:

Please attach a copy of a drawing of your plot plan showing the location of the proposed change in reference to your setbacks, photo, and description of door, shed, fence, etc., and any other information you feel would be helpful to the ACC in reviewing your submittal. Print and mail or email this form along with your supporting documentation to the management company.

All requests must be received by Sovereign & Jacobs to insure a timely review and response by the next scheduled ACC meeting. The ACC meets monthly. Homeowners are encouraged to attend, though it is not necessary. Submission of this form and its approval or disapproval by the ACC does not replace the homeowner's responsibility to obtain any and all permits that may be required by St. Johns County.

*If a request is denied approval by the ACC, the homeowner maintains the right to appeal the matter to the Board of Directors within 30 days of the ACC decision (Article 3, Section 111).

Date:

(Type your full name Above *This is your e-signature*)

*Please mail, hand deliver, fax or email this form and any attachments to:

Sovereign & Jacobs 461
A1A Beach Blvd.
St. Augustine, FL 32080
904-461-5556 Phone

pchamberlain@sovereign-jacobs.com

Remarks Section: Please be as detailed as possible here and include drawings and other supporting documentation with your application. Note that incomplete applications may be returned for clarification after the ACC meeting.