

**BEACH HAVEN NEIGHBORHOOD ASSOCIATION, INC.**  
**VARIANCE REQUEST FORM**  
Submission of Plans to  
Architectural Review Board (ARB)

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone/email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Received by ARB: \_\_\_\_\_

In accordance with the Beach Haven, Charter, Easement, Covenants & Restrictions, McGarvey Residential Communities, May 30, 2006; and Beach Haven Design Code, Revision 3, June 2013, per page 29 (ARTICLE XI, para 11.1) of Beach Haven Charter, I hereby request the associations consent to make the following changes, alterations, renovations, additions and/or removals to my home (circle one as appropriate). **Provide brief description of your request: Please use a separate page if needed.**

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**Please include a lot survey showing the location of your improvement along with details such as dimensions, materials, etc. Photos of the intended improvement are encouraged.**

Is this an amendment to a previous request?                      Yes                      No

If Yes, approximate date of previous request: \_\_\_\_\_

Check Desired Improvement(s)/Modification(s)/Addition(s) (This form can be used for multiple requests)

\_\_\_\_\_ Exterior Paint Changes (include doors, window trim, rails, trim and decorative elements); Attach to request: 1) sample of paints to be used for each area painted; 2) list areas to be painted with copy of elevation drawing. (\*note: No approval is required if only repainting and using colors presently on the house.)

\_\_\_\_\_ Deck/Patio/Walkway/Driveways/Parking Pads/Privacy-Garden Walls, and all Hardscapes; Attach to request: 1) a plat plan; 2) a scaled drawing showing the design, elevation, and dimensions; 3) materials to be used; 4) color/finish

\_\_\_\_\_ Door/Window/Garage Door replacement; Attach to request: 1) a sketch or catalog photo; 2) style; and 3); color 4) elevation drawing identifying location of replacement.

\_\_\_\_\_ Architectural Window Shutters/Awnings/Storm Shutters; Attach to request: 1) a sketch or catalog photo; 2) style; and 3); color 4) elevation drawing identifying location of replacement.

\_\_\_\_\_ Fencing; Attach to request: 1) a plat plan showing location of proposed fence; 2) style / sketch or catalog photo; 3) height; 5) (In accordance with Design Code) (\*note: wood fencing must be painted white per Design Code)

\_\_\_\_\_ Landscaping, Existing Tree Removal/Replacement, Major Landscape Design Changes in accordance with Building Code (reduction/extension of grass area or planting beds/major change to plant and bedding material);

- a. \_\_\_\_\_ Attach to request: Existing Tree Removal/Replacement; 1) a plat plan showing location of affected tree(s); 2) reason for removal; 3) description of replacement tree(s)/landscaping.
- b. \_\_\_\_\_ Attach to request: Major Landscape Design Change; 1) Revised Landscape Plan and details, minimum required specification and notes as outlined in accordance with Design Code, Revision 3. "Landscape Plan" should reflect same detail as your original approved Landon Home Landscape plan.
- c. (\*note: No approval is required if only replacing plants within the boundary of existing approved planting beds.)

\_\_\_\_\_ Other Improvement(s)/Modification(s)/Addition(s) bird houses, weather vanes, fountains, trellises, arbors, outdoor kitchen, fireplaces; Attach to request: 1) type of improvement/modification/addition desired; 2) plat plan; 3) front and side elevations; 4) scaled drawings showing design and dimensions; 5) materials to be used; 6)color or finish.

\_\_\_\_\_ Gazebos/ Storage Sheds/Workshops/and Playhouses; Attach to request: 1) a plat plan showing location of proposed shed; 2) a scaled drawing; 3) dimensions of the shed; 4) materials to be used; 5) roof; 6) finish/color; 7) paint color

\*Note: The above is an attempt to simplify the ARB Variance request process. The above is not all inclusive as outline by the Beach Haven Design Code, Revision 3. Homeowners are still responsible to ensure any additions, changes, modifications are in keeping with the intent of the Design Code. If you have any Code compliance questions or doubts regarding your project feel free to contact your community ARB representative for clarification. All applicable documents and forms can be found at <http://www.beachhavenflorida.com/> under Covenants and ARB Information tabs.

**I understand that under the Covenants, the Board will act on this request and provide me with a written response of their decision within 30 days of my request. I further understand and agree to the following provisions:**

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workmanlike manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to their Owners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state & local laws, codes, regulations and permit requirements in connection with this work, and I will obtain any necessary government permits & approvals for the work. I understand and agree that the Homeowner's Association, its Board of Directors, its agents & the Committee have no responsibility with respect to such compliance and that the Board of Directors or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code regulation, or governmental requirement.
8. I understand that if the Committee should deny my request, I may appeal their decision to the Board of Directors, who will consider my appeal during their next regularly scheduled Board Meeting.
9. I understand that a decision by the Committee is not final and that the Board of Directors may reverse or modify a decision by the Committee upon the written application of any Owner made to the Board of Directors within ten (10) days after the Committee makes its decision.
10. The contractor is: \_\_\_\_\_

Owners Signature:

Approved By: (Association or Management Company Representative Only)

Date:        /        /

**PLEASE RETURN COMPLETED APPLICATION TO:  
BEACH HAVEN NEIGHBORHOOD ASSOCIATION, INC.  
c/o Sovereign & Jacobs  
461 A1A Beach Boulevard  
St. Augustine, FL 32086  
[pmassistant@sovereign-jacobs.com](mailto:pmassistant@sovereign-jacobs.com)**