

**Architectural and Landscape Design Board Policy Manual**  
**Cormorant Landing Owners Association**  
**Effective: October 27, 2016**  
**Revised: June 7, 2022**

**Guidelines:**

The Architectural and Landscape Design Board (ADB) will use as its guidelines the following:

*Amended and Restated Declaration of Easements, Covenants, Conditions, Restrictions and Limitations for Cormorant Landing, dated December 18, 2015.*

Specifically:

*Article VII, Architectural Control*

*Article VIII, Use of Property*

**Request for Architectural Review:**

Owners are required to submit a Request for Architectural Review form to the ADB, prior to any construction, modification, alteration, or other improvement affecting the external structure or appearance of any parcel. The form is included as Attachment 'A'.

The policy manual and attached forms are available at the Guard House or may be downloaded from the Cormorant Landing Owners Association website at <http://cormorantlanding.com>.

It is important for each Owner to read carefully the *Amended and Restated Declaration of Easements, Covenants, Conditions, Restrictions and Limitations for Cormorant Landing* before submitting any request.

The following is provided to assist Owners in submitting a *Request for Architectural Review* form to the ADB for improvements Owners wish to make on their property. Upon receipt of all the necessary information (stated below), Owner's request will be processed, as expeditiously as possible, in the order it was received.

**Application:**

In addition to the *Request for Architectural Review* form, the documents to be submitted to the ADB for approval shall include:

- (1) A copy of the final boundary survey, on which is outlined the exact location of the requested improvement including dimensions and any other pertinent information.
- (2) A copy of complete construction plans (drawings) and specifications, including all proposed landscaping. If constructing an addition, fence or screen enclosure, drawings should include elevations of the structure.

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- (3) A survey depicting the location of all trees with a diameter of six inches (6") or larger at Diameter Breast Height (DBH) and other significant vegetation, which are proposed to be modified or removed (include existing and proposed), on such Parcel indicating the mature color, type material, shape and approximate height. Diameter Breast Height is defined as the trunk diameter of an existing tree measured at four and one-half feet (4'-6") above the average ground level at the tree base.
  
- (4) Digital photographs clearly depicting the existing property should include (but are not limited to) the following:
  - a. Overall view of the proposed project location
  - b. Close-up photos of the proposed project location
  - c. Several photos from different angles
  - d. Any other photos the Owner feels pertinent to the proposed project
  
- (5) Such other items as the ADB may deem necessary.
  
- (6) Submission Options:
  - a. Email to: [arc@thecamteam.com](mailto:arc@thecamteam.com)
  - b. Mail to: The CAM Team, Inc., 2233 Park Avenue, Suite 103, Orange Park, FL 32073
  - c. Fax to: (904) 638-1435
  - d. Drop off at The Guard House.
  
- (7) All approvals and disapprovals from the ADB will be in writing. An email will be sent if the homeowner has an email address on file, as well as a hard copy letter will be mailed via USPS.

The CAM Team will respond to the owner and acknowledge receipt within 48 hours upon receipt of the form and submittals. All requests will be handled as expeditiously as possible. Simple, straightforward requests may be responded to in a very short time. More complicated requests, especially those requiring advice from an outside consultant may take longer. The ADB is allowed a maximum of thirty (30) days to process and approve or disapprove such requests as outlined in Article VII of *Amended and Restated Declaration of Easements, Covenants, Conditions, Restrictions and Limitations for Cormorant Landing*.

**Attachment 'A'**

**Request for Architectural Review**

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

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

**PROPERTY IMPROVEMENT REQUEST**

**Type of Request:**

- |   |                                |                                       |                                   |
|---|--------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Exterior Paint     | <input type="checkbox"/> Fence | <input type="checkbox"/> Roof         | <input type="checkbox"/> Pool/Spa |
| <input type="checkbox"/> Screened Enclosure | <input type="checkbox"/> Patio | <input type="checkbox"/> Tree Removal | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Other: _____       |                                |                                       |                                   |

**Please be sure to include the following:**

- Boundary Survey - with the changes and dimensions of the changes clearly marked.
- Pictures, plans/drawings, and specifications depicting the changes you wish to make. (Please email digital photos to [arc@thecamteam.com](mailto:arc@thecamteam.com).)
- Description of materials to be used, paint colors (must include brand and color name and location of where the paint is to be used), and any other pertinent information.

**Description of Request:**

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**\*PLEASE NOTE: ALL FEDERAL, STATE, OR MUNICIPAL PERMITS OR OTHER PERMITS WHICH ARE REQUIRED BY GOVERNMENT AGENCIES ARE REQUIRED BY THE ADB AND ARE OWNER'S RESPONSIBILITY TO OBTAIN.**

**\*\*DISCLAIMER: IF PORTIONS OF YOUR PROPOSED IMPROVEMENT WILL BE LOCATED WITHIN AN EASEMENT (FOR DRAINAGE, UTILITIES, OR INGRESS/EGRESS), PLEASE BE ADVISED THAT IN THE EVENT THE ASSOCIATION OR OTHER EASEMENT HOLDER REQUIRES ACCESS TO THE EASEMENT AREA TO MAINTAIN, REPAIR, OR REPLACE ANY DRAINAGE OR OTHER COMPONENT, YOU MAY BE REQUIRED TO REMOVE YOUR IMPROVEMENT, AT YOUR EXPENSE.**