



**STERLING RIDGE
HOMEOWNERS ASSOCIATION
ARCHITECTURAL
CONTROL COMMITTEE**

REQUEST FOR VARIANCE

INSTRUCTIONS

Any exterior renovation to your property must be approved by the Architectural Control Committee (ACC). This includes (but is not limited to) above ground and in ground swimming pools, fences (even those which meet guidelines stipulated in our Covenants & Restrictions), room additions, sheds, screened porches and sun rooms (Florida rooms), and driveway widening projects.

Please use the form below to tell us about your project plans. Fill the form out completely and return to Sterling Ridge ACC - C/O Banning Management, 6028 Chester Ave # 105, Jacksonville, FL 32207.

This form **MUST** be accompanied by a **COPY** of your plat map (the legal-sized aerial view of your property you received in your closing package) with a drawing of the fence, pool, addition, shed, etc. sketched into the planned location on your property. If a contractor is performing the work, their plans should be included with your plat map.

If your submittal is not complete, your request for variance will be denied. While every attempt will be made to approve your project as soon as possible, Florida Statutes give the ACC 30 days to approve your request.

NAME _____ HOME PHONE _____

PROPERTY ADDRESS _____ DAYTIME PHONE _____

BILLING ADDRESS (IF DIFFERENT) _____

REQUEST VARIANCE FOR:

- | | |
|---|--|
| <input type="checkbox"/> POOL | <input type="checkbox"/> FENCING |
| <input type="checkbox"/> SCREENED PORCH | <input type="checkbox"/> FLORIDA ROOM |
| <input type="checkbox"/> ROOM ADDITION | <input type="checkbox"/> DRIVEWAY WIDENING |
| <input type="checkbox"/> OTHER _____ | |

FOR STERLING RIDGE ACC USE ONLY:

Date RECEIVED by ACC _____ Date REVIEWED by ACC _____

Paperwork complete? YES NO Reviewed by _____

Project approved? YES NO Reason _____

Date of approval/rejection letter to homeowner _____