

## **OCEAN GALLERY MODIFICATION REQUEST INFORMATION FOR OWNER**

*(rev 2023\_10\_13)*

Before you begin work, **please contact the O. G. office**. The staff has decades of practical experience regarding maintenance and construction in a coastal environment. They can advise you whether you need approval for your project and other helpful information whether you are a new or long term owner.

### MODIFICATION REQUEST and PERMISSION and PERMITS

The office will provide you a “Modification Request Form”, (if needed). Fill out the form and return it to the General Manager, Sherri. The General Manager (GM) will review the application. Depending on the owner’s renovation work there are various outcomes listed below. Be sure to contact the office in advance.

- 1: Some work can be done without permission from your condo assoc or from the ARC (Architectural Review Committee). The office can advise you.
- 2: The General Manager (GM) will send a complete request to the ARC. Depending on the type of request and completeness the ARC can do a formal review meeting, may ask for additional information, or may approve without a formal meeting. The ARC checks that Ocean Gallery (OG) alteration standards are met and that the condo association grants permission when applicable.
- 3: Interior work may require condo association permission and must meet condo rules.
- 4: Exterior work may require permission from the ARC (Architectural Review Committee)
- 5: In some instances, approval from both your Condominium Association and the (ARC) (Architectural Review Committee). are needed.
- 6: St Johns County (SJC) may require building permits. (This is the responsibility of the owner and their contractor to comply with SJC permit requirements.)

### WHY IS PERMISSION NECESSARY?

Florida Condominium associations are governed by laws first created in 1963. Condo associations create governing documents to maintain property values and the quality of the neighborhood. Your condo board and ARC are responsible for maintaining the quality of the neighborhood.

Condo owners own everything within the interior condo walls. Every condo owner has an “undivided” interest in property outside of their condo. This is the “common elements” that is owned by your association and use of the “common elements” is governed by your condo board, governing documents, and condo law.

## OCEAN GALLERY MODIFICATION REQUEST

Owner Name: \_\_\_\_\_

Home/Condo Unit: \_\_\_\_\_

Project Description \_\_\_\_\_

(contractor cell # \_\_\_\_\_)

Contractor: \_\_\_\_\_ (email \_\_\_\_\_)

Project Scheduling, start date, demo dates, estimated completion date:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Please provide a detailed description of INTERIOR WORK and EXTERIOR WORK on the next page. Attach additional information, pictures, sketches, and specifications of project to this application and deliver or email to [sjohnson@ogstaug.com](mailto:sjohnson@ogstaug.com).

The owner/contractor is responsible for checking with St Johns County (SJC) for all applicable building permits and securing permits if required. Your association and the ARC are mandated to follow requirements in the governing documents for some interior and exterior work. All contractors require authorization from the General Manager's Office before commencing work.

If the project is approved, the owner agrees, by their signature below that during and/or upon completion of the job the owner allows access to inspect any and all modifications by a representative of the property management office. The office will contact the owner/contractor to schedule a time, unless access is needed for an emergency. Please provide the contractor's scope of work or specifications.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

<i>For Ocean Gallery Office Use</i>		
<b>General Mgr Approved</b> <input type="checkbox"/>	<b>Condo Board Approved</b> <input type="checkbox"/>	<b>ARC Approved</b> <input type="checkbox"/>
By: _____	By: _____	By: _____
Date: _____	Date: _____	Date: _____
4600 A1A South, St. Augustine, Florida 32080		



**OCEAN GALLERY MODIFICATION REQUEST (continued)**  
**DETAILED DESCRIPTION OF MODIFICATION WORK**

Home/Condo Unit: \_\_\_\_\_

**SCOPE OF WORK**

Please attach additional information, pictures, sketches, and specifications of project to this application and deliver or email to [sjohnson@ogstaug.com](mailto:sjohnson@ogstaug.com).

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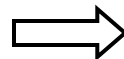
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ADD ADDITIONAL PAGES IF NEEDED



Owner's Initials \_\_\_\_\_