

	SUBMITTAL FOR LOT VILLAGE OWNER
Α.	Step One A: ARC Conceptual Design Review
	Please submit the following to the ARC office: Conceptual design and survey in both electronic format (pdf) and 24"x36" (minimum size) hard copy sheets. Please refer to the Design Guide and Covenants for additional details.
	SGPOA Application for ARC Approval: Completed and signed by owner(s) and contractor Non-Refundable Application Fee: Payable to SGPOA Major Remodel Step One A Checklist: Initialed by owner/owner representative Photographs: Multiple photographs of the lot including views of the area to be remodeled, adjacent existing homes or structures and existing landscaping. Include a key to location and direction Boundary & Topographical Survey: Survey by surveyor licensed to practice in the State of FL identifying current easements and all setbacks, major vegetation/plant massing, plus all trees three inches or greater in diameter Site Plan (min. scale 1"= 20'): Proposed remodeled_site overlay and footprint on Boundary & Topographical Survey. Location within setbacks of proposed driveway, porches, walks, boardwalks (if any), pool (if any), waste treatment system, trash receptacle enclosure, HVAC systems and other exterior equipment (with required screening) and with any proposed changes clearly indicated Elevations: Conceptual drawings of all 4 elevations and any changes When applicable: Location of regulatory setbacks, if any Proposed List of probable siding and roofing materials, color Any photos to illustrate the design intent Other materials that owner or architect wish to submit (optional)
	ARC will review conceptual design for compliance with SGPOA Covenants and Design Guide
	ARC will issue written report to Owner within five (5) Full Business Days of ARC meeting
three n	RTANT NOTE: Completion of all steps of the review and approval process is expected to take approximately nonths depending on number of changes requested and response time for required changes. Any delay in ing all requested items on this checklist will delay the progress of your review.
	Owner/Owner's Representative and Date



B. Step One B: CRA Preliminary Design Review

A set of 100% Construction Documents: The drawings should be delivered/transmitted to the ARC office in a 24"x 36" sheet format, 11" x 17" sheet format, and electronic PDF file format.

1.	SGPOA Performance Deposit Agreement: Completed and signed by Owner(s)
2.	Performance Deposit: Payable to SGPOA
3.	Major Remodel Step One B Checklist: Initialed by owner/owner representative
4.	Boundary & Topographical Survey:
5.	Clearing and Coverage Calculations: Certified by a licensed professional
	• Existing and proposed grades
6.	When applicable: Location of wetland buffers and the Critical Habitat Zone; calculation of Critical Shoreline District Zone coverage
7.	Site Plan and Site Plan Additions: (minimum scale: 1" = 20')
	Location of temporary chemical toilet and construction trash receptacle
	 Major existing vegetation and any planned construction disturbances to same
	 Proposed new landscaping shown on survey site plan with plant type, count and size noted
	 Existing and proposed grades, including any required retaining walls, if any
	Photograph of affected area staked out
	Construction parking plan
8.	Exterior Materials and Finishes Data Sheet: Include color and material samples of siding, roofing, all
	proposed colors; detail sheets on handrails, pool, pool fencing (if applicable), shutters, hardscape
	finishes and materials
9.	Construction Documents: One set in an electronic PDF file must be delivered/transmitted to the ARC
	office and must include the following:
	• Dimensioned floor/decking plans at minimum 1/4" = 1'
	• Exterior building elevations at minimum 1/4" = 1', showing finish materials, roof slopes and heights; notate all materials, if applicable
	• A minimum of two (2) building sections at minimum 1/4" = 1', which clearly illustrate heights, if applicable
	• Minimum one wall section (minimum ¾" = 1' scale) cut through a window, showing and noting construction details
	• Under house screening, all equipment screening and trash receptacle screening detail, if applicable
	• Exterior lighting plan: locations and image of proposed fixtures, showing finish
	• Structural drawings, including foundation, signed and sealed by a Florida Licensed Engineer, <u>if</u> <u>applicable</u>
	 Additional drawings and information for free standing elements: Landscape plan, wastewater plans, gazebos, dune walkover, hardscape improvements with finish materials and color; pool (if applicable) with finish materials and colors.
CRA v	vill issue written report of recommendations to SGPOA ARC staff within ten (10) Full Business Days of receipt of all listed documents. This initial report may require owner changes and revisions.
	Owner/Owner's Representative and Date



C. Step Two: ARC Committee Final Review

Submit CRA approved construction drawings to ARC staff at least seven (7) business days prior to scheduled ARC meeting. If final CRA approved documents and all required documentation are received in the ARC office at least seven (7) business days prior to the next scheduled ARC meeting, the plans will be reviewed for action at the next scheduled ARC meeting. If the documents are not submitted within seven business days (7), the documents will be held until the following month's ARC meeting.

The ARC will either approve the submittal and issue an approval letter for construction to begin or make recommendations for changes. If minor changes are requested by the ARC and agreed to by the owner, the ARC may approve the changes at the current meeting with the contingency of final ARC sign-off before issuing the approval letter.

Once the approval letter has been received by the owner, the contractor must submit a final revised set of signed and sealed documents to the ARC prior to acquiring any permits or beginning construction. Final construction documents must be signed and sealed by a US licensed architect, with structural plans signed and sealed by a Florida licensed engineer.

All steps of the review and approval process are expected to take approximately three (3) months, depending on number of changes requested and response time for required changes. Any delay in supplying all requested items will delay the progress of your review.

- **D.** <u>Before Construction Begins:</u> In addition to the final signed and sealed construction plans, all required permits must be supplied to the SGPOA office prior to commencing any work on site.
- E. After Construction Begins: Required Inspections & Sealed Certifications

Please note: Any desired field changes must be immediately discussed with and approved by the ARC before being implemented.

1.	Piling Installation: Certification required from owner's architect, surveyor or engineer that the pilings have been located as shown on approved plans
2.	Building Height: Certification required from FL licensed surveyor upon completion of framing certifying height from highest natural grade elevation to highest point (as per Franklin County Ordinance 2013-06).
3.	Framing Certification: Certification required from owner's builder that framing has been constructed in accordance with approved plans
4.	Final Inspection: Owner must submit to the ARC office a copy of Franklin County Certificate of Occupancy, an As Built Final Survey signed by a surveyor licensed in FL and a clearing calculation certification of compliance with approved clearing percentage signed by a licensed professional. Owner must request a final ARC site review to be scheduled.

F. <u>Performance Deposit Return:</u> The Performance Deposit will be returned according to section 6 of the Performance Deposit Agreement.



Owner Contact Information	ation				
Owner(s) name		Pro	ject Address		
Owner(s) name		Lot/	/Village	-	
Mailing address		City	7		State/Zip
Email		Pho	one		Mobile
Contractor Contact Info	ormation*				
Company Name			Contact		
Mailing address			Email		
City/State/Zip			Phone		Mobile
*Required		•			
_		f Work -	Check all th	at apply	
New Home Construction	<u>1</u>				
Ancillary Garage/Carport			Mech	anical Enclosure	
Gazebo/Pergola			Dune	walkover/boardwalk	
Dock/Pier			Trash	Receptacle Enclosure	
Pool/Pool Fence			Unde	r house Screening	
Major Remodel - addition	on of 300ft ² or greater of co	ndition s	pace or cargo	<u>o lift</u>	
House (300ft ² +)			Other	r (List)	
Minor Remodel (Step 1 /	A. B and 2. if required)				
Conditioned space less than					
Minor Remodel					
Non-conditioned walled space	ce (enclose porch, storage)		Exteri	ior addition of screen enclo	osure(s)
Roof change (material/color	-		Exteri	ior addition of mechanical	enclosures
Siding change (material/colo			Hot T	Cub	
Exterior addition of porch, o	deck, railing, stairs		Enclo	se garbage receptacle	
Other Painting (new color)					
Ancillary Structure(s)					
Gazebo/Pergola]			
Detached Garage]			
Detached Carport					
Other					



EMERGENCY YES/NO

Fill - if more than 45 cubic yards						
Fill	Sand	Lime rock	#57 Rock	Oyster Shells	Other	Total
Number of cubic yards						
Landscaping						
Please see the following websites for additional info	mation: <u>http://w</u>	ww.swfwmd.state.	fl.us/publications/fi	iles/FFL Plant Select	ion Guide.pdi	f and
http://fyn.ifas.ufl.edu Please note: Plants listed in t			tic Pest Plant Counc	cil's List of Florida's N	Aost Invasive S	Species and t
Florida Prohibited Aquatic Plants (F.S. 369.25) are	prohibited in the	Plantation.				
<u>Major</u>						
Pool, Spa, Pool Fencing]	Terrace(s)			
Driveway: aprons/pavers/changes]	Elevated Deck			
Retaining wall(s)			Walk(s)			
ighting]	\$1000 in total	project		
Minor						
rrigation Well]	Less than \$100	00 total project		
Removing fewer than 5 trees]	Adding low gro	ound cover		
Adding small shrubs]	ROW revitaliz	ation		
Limited Clearing/Bush Hogging						
Storm Shutter(s) – Solar Panel(s)						
Storm Shutter(s)		1	Solar Panel(s)			
norm Snutter(s)		J	Solar 1 allel(s)			
Waste Treatment System						
 -		1	D1 : D :-	: <i>(</i> :.1.1		
Replacing Waste Treatment System			Replacing Dra			
			(complete FIII)	section above)		
Water Front Structure						
Dock]	Breakwater/Re	evetment		
Pier]	Boardwalk			
Boatlift]	Dune Walkove	er		



Pursuant to the Amendment and Restatement of the St. George Plantation Owners' Association, Inc. Protective Covenants ("Covenants") and Design Guide of St. George Plantation Owners' Association, Inc. ("Design Guide"), the Owner and Contractor acknowledge that all construction, alteration or addition of any kind, other than interior alterations not affecting the external appearance of a structure, on the Property requires prior written approval. We hereby request the approval of the preceding.

Contractor acknowledges that he/she is responsible for the acts of all employees, subcontractors, and their agents and employees, and other persons performing work on the Property while they are on St. George Plantation.

Owner and Contractor acknowledge they have received copies of and agree to comply with the restrictions and conditions of the Covenants and Design Guide regarding rules and regulations governing construction on the Property. Construction shall be completed in accordance with the final approved plans, which are incorporated by reference and will be made a part of this application.

Owner(s)*		Contractor	
Signature	Date	Signature	Date
Print Name		Print Name	

*All persons or entities shown as owners on the recorded deed must execute this document. Use another sheet if more lines are needed. Alternatively, this document shall be executed by the person authorized to act on the behalf of the record owners pursuant to the "Assignment of Agent", as submitted to the Association.

In accordance with St. George Plantation Design Guide, "Construction must be commenced within twelve (12) months after final written approval of the application and must be completed within eighteen (18) months after commencement of the project."

For Office Use Only	Date		Date
Application Fee	\$	Approval By ARC	
Performance Deposit Fee	\$	P.D. Return	
		Final inspection accepted by ARC	



This P Plantat	erformance Deposit Agreem ion Owners' Association, Inc	ent ("Agreement") is : c. ("Association") and _	made this day of _ 	, 202, by and between St ("Owner").	George
WHER and ha Covena	REAS, the Association has the sthes authority pursuant to A	e duty to maintain dev amendment and Restat on Guide of St. George	elopment standards and tement of the St. George Plantation Owners' Asso	protect property values in St. George Pla Plantation Owners' Association, Inc. Prociation, Inc. ("Design Guide"), as amend	otective
WHER	REAS, Owner is the owner of	property described as:			
	 Lot #	Village	House # and	l Street Name	
violatio	ons of Covenants and Design eviate from plans approved b	Guide by owners and	contractors, and the con	ne owners within the St. George Plantati astruction and development of properties ernative, provide a remedy for same who	in ways
	REAS, the Association will inc from the Performance Depo	~		r the project, which fees may be paid in w	vhole or
	REAS, the execution of this A as provided by the Covenant		on of application for app	proval of construction on the property de	escribed
NOW,	THEREFORE, in considera	tion of the premises ar	nd the mutual covenants	contained herein, the parties agree as fo	llows:
	vner shall provide and delive a Performance Deposit for th a non-interest-bearing accour			Dollars (\$ The Performance Deposit shall b of this Agreement.) ve held
of	Compliance to the Owner in	accordance with the C	Covenants. Construction	e date hereof or issuance of Written Noti in must be commenced within twelve (12) of thin eighteen (18) months after commer	months

3. Owner shall comply with all provisions of the Covenants, Design Guide, other restrictions and rules, and approved plans for his or her lot. Owner shall complete the construction work in accordance with the final approved plans. All changes to the approved plans must be submitted for approval, along with revised plans and must be approved prior to site changes. Owner shall be responsible for violations of same by himself or herself and all of his or her contractors, sub-contractors, employees and associates. Failure of the Owner to comply with said provisions shall, after notice and an opportunity for hearing, within the time designated by the ARC, cause a forfeiture of all or part of the Performance Deposit in the amount required by the Association to remedy the violation(s).

of the project.



- 4. Additional funds shall be required by the ARC to supplement the initial Performance Deposit upon the occurrence of a violation or violations by an Owner or those for whom he or she is responsible which may require that all or part of the initial Performance Deposit be withdrawn to remedy the violation(s) or when the payment of CRA fees or any other expenses of the Association related to the project causes the amount of the Performance Deposit to be less than the full amount set out in Paragraph 1 hereof. The full amount of the required Performance Deposit must be maintained with the Association at all times during the term of this Agreement. Failure of the Owner to deposit the required additional funds within ten (10) days after the request for same is made by the ARC will justify issuance by the ARC of a stop work order on the construction project.
- 5. Owner shall notify the ARC, in writing, when the construction project is complete and request an inspection of the property. Any amount of the Performance Deposit which is not used shall be returned to the Owner depositing same; provided, however, the Association shall deduct from said Performance Deposit prior to its return all monetary obligations due to the Association which remain unpaid at the time of such return.
- 6. The Performance Deposit, less deductions, if any, shall be returned to the Owner within thirty (30) days after the issuance of the Written Notification of Compliance by the ARC and presentation to the ARC of a copy of the Franklin County Certificate of Occupancy in the event of new construction, major addition or major renovation. Return of the Performance Deposit shall be made payable to the Owner depositing same. If, after a period of two years, reasonable efforts to contact the appropriate owner thereof having failed, the Performance Deposit shall be declared unreturnable by the ARC and such determination shall be immediately reported to the Board of Directors of the Association. Upon concurring determination by the Board of Directors that the Performance Deposit is unreturnable, it shall be transferred to the General Operating Funds of the St. George Plantation Owners' Association, Inc.
- 7. The remedies, penalties and/or fines provided for in this agreement are in addition to any other remedies, penalties and/or fines provided to the ARC and Association under Covenants and Florida law.

Executed by the parties hereto effective on the date first written above.

Witnesses:	Owner(s)*
Witnesses:	St. George Plantation Owners' Association, Inc.
	By: Title:

*All persons or entities shown as owners on the recorded deed must execute this document. Use another sheet if more lines are needed. Alternatively, this document shall be executed by the person authorized to act on the behalf of the record owners pursuant to the "Assignment of Agent", as submitted to the Association.

Page 8 of 10 ST. GEORGE PLANTATION www.stgeorgeplantation.com



SUBMITTAL FOR LOTVILLAGE			O	wner	
Property Zone					
Bay V	iew	Midland		Gulf View	
Item	Material	C	lolor*	Des	cription
Driveway					
Pavers					
Aprons					
Walk(s)					
Other masonry					
Foundation/Piers					
Lighting -					
Landscape					
Exterior Doors					
Door Frame/Trim					
Door Hardware					
Windows					
Window Trim,					
Sash					
Decks					
Exterior Stairs,					
Landing					
Handrail/Balusters					
Other Exterior					
Garage Doors					
Roofing					
Flashing					
Gutters and					
Downspouts					
Ridge and roof					
vents					

Other roofing



Item	Material	Color*	Description
Body/Siding			
Trim and Cornice			
Stucco			
Fascia, Frieze, Corner			
Boards			
Soffit/Gable Vents			
Columns			
Under House			
screening/screen			
porch			
Lighting - House			
Shutters - Storm			
Shutter - Decorative			
Solar Panel(s)			
Other			
		er Structures	
Item	Material	Color*	Description
Mechanical			
Enclosure			
Trash Enclosure			
Boardwalk			
Dock			
Dune Walkover			
Louvers - Screening			
Garage/Carport			
Gazebo/Pergola			
Patio			
Exterior Stairs			
Pool/Spa			
Pool Fencing			
Pool Deck			

*Color sample must be provided. Please refer to the ARC Design Guide for further details.