

## Waterfront Structure Checklist

For the addition of docks, piers, boardwalks, boat lifts, breakwaters and dune walkover

SUBMITTAL FOR LOT \_\_\_\_\_ VILLAGE \_\_\_\_\_ OWNER \_\_\_\_\_

At least 19 days prior to next scheduled ARC meeting, please submit the following to the ARC staff. Please refer to the Design Guide and Covenants for more details. Surveys and plans should be submitted in both electronic format and 11”X17” sheets (minimum size):

1. SGPOA application for ARC approval: Completed and signed by the owner(s) and the contractor
2. SGPOA Performance Deposit Agreement: Completed and signed by owner(s)
3. Performance Deposit: Payable to SGPOA (see Fee Schedule)
4. Waterfront Structure Checklist: Completed and initialed by owner
5. Copy of Florida Department of Environmental Protection approval or exemption verification
6. Copy of U.S. Army Corps of Engineers permit and approval letter
7. Copy of Franklin County permit
8. Photographs of entire affected water frontage (landward view & view from neighboring properties)
9. Boundary Survey: Survey by surveyor licensed to practice in the State of Florida identifying current structures, easements, waste treatment system and all setbacks plus trees, major vegetation/plant massing.
10. Site Plan: Proposed building site and footprint on boundary survey.
11. When applicable: Location of wetland buffers and the Critical Habitat Zone; calculation of Critical Shoreline District Zone coverage
12. Exterior Materials and Finishes Data Sheet: Include color and material samples for any roping, caps and handrails

Note: Handrail details for docks, boardwalks, piers when required by law. White rope and white caps are not allowed. Please see ARC Design Guide for further information.

*ARC will review design for compliance with SGPOA Covenants and Design Guide. Once the ARC approves the Application an Approval Letter will be sent to the Owner.*



Effective Date: 17 November 2014

EMERGENCY YES/NO

## SGPOA Application for ARC Approval

### Owner Contact Information\*

Owner(s) name		Project Address	
Owner(s) name		Lot/Village	
Mailing address		City	State/Zip
Email		Phone	Mobile

### Contractor Contact Information\*

Company Name		Contact	
Mailing address		Email	
City/State/Zip		Phone	Mobile

#### \*Required

Type of Work - Check all that apply

Ancillary Structure(s)

Gazebo/Pergola  
Detached Garage

Detached Carport  
Other \_\_\_\_\_

Demolition of Existing Structure

Fill - if Other is selected include details

Fill	Sand	Lime rock	#57 Rock	Oyster Shells	Other	Total
Number of cubic yards						

Landscaping

*Please see the following websites for additional information: [http://www.swfwmd.state.fl.us/publications/files/FFL\\_Plant\\_Selection\\_Guide.pdf](http://www.swfwmd.state.fl.us/publications/files/FFL_Plant_Selection_Guide.pdf) and <http://fyn.ifas.ufl.edu> Please note: Plants listed in the most current edition of The Exotic Pest Plant Council's List of Florida's Most Invasive Species and the List of Florida Prohibited Aquatic Plants (F.S. 369.25) are prohibited in the Plantation.*

#### Major

Pool, Spa, Pool Fencing  
Driveway: aprons/pavers/changes  
Retaining wall(s)  
Lighting

Terrace(s)  
Elevated Deck  
Walk(s)  
\$1000 in total project

#### Minor

Irrigation Well  
Removing fewer than 5 trees  
Adding small shrubs

Less than \$1000 total project  
Adding low ground cover  
ROW revitalization

Limited Clearing/Bush Hogging



Effective Date: 17 November 2014

EMERGENCY YES/NO

## SGPOA Application for ARC Approval

Minor Remodel

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| Conditioned space less than 300 ft <sup>2</sup>       | <input type="checkbox"/> | Exterior addition of screen enclosure(s)          | <input type="checkbox"/> |
| Non-conditioned walled space (enclose porch, storage) | <input type="checkbox"/> | Exterior addition of mechanical enclosures        | <input type="checkbox"/> |
| Roof change (material/color)                          | <input type="checkbox"/> | Hot Tub   | <input type="checkbox"/> |
| Siding change (material/color)                        | <input type="checkbox"/> | Exterior addition of porch, deck, railing, stairs | <input type="checkbox"/> |
| Other Painting (new color)                            | <input type="checkbox"/> | Enclose garbage receptacle                        | <input type="checkbox"/> |

Storm Shutter(s) – Solar Panel(s)

- |                  |                          |                |                          |
|------------------|--------------------------|----------------|--------------------------|
| Storm Shutter(s) | <input type="checkbox"/> | Solar Panel(s) | <input type="checkbox"/> |
|------------------|--------------------------|----------------|--------------------------|

Waste Treatment System

- |                                  |                          |  |                          |
|----------------------------------|--------------------------|--|--------------------------|
| Replacing Waste Treatment System | <input type="checkbox"/> | Replacing Drain field<br>(complete Fill section above) | <input type="checkbox"/> |
|----------------------------------|--------------------------|--|--------------------------|

Water Front Structure

- |          |                          |                      |                          |
|----------|--------------------------|----------------------|--------------------------|
| Dock     | <input type="checkbox"/> | Breakwater/Revetment | <input type="checkbox"/> |
| Pier     | <input type="checkbox"/> | Boardwalk            | <input type="checkbox"/> |
| Boatlift | <input type="checkbox"/> | Dune Walkover        | <input type="checkbox"/> |

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	



Effective date: September 1, 2015

ST. GEORGE PLANTATION OWNERS' ASSOCIATION, INC.  
PERFORMANCE DEPOSIT AGREEMENT

This Performance Deposit Agreement ("Agreement") is made this \_\_\_ day of \_\_\_\_\_, 202\_\_, by and between St. George Plantation Owners' Association, Inc. ("Association") and \_\_\_\_\_ ("Owner").

WHEREAS, the Association has the duty to maintain development standards and protect property values in St. George Plantation and has the authority pursuant to 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"), as amended from time to time, to require financial assurance for construction projects in order to carry out this duty; and

WHEREAS, Owner is the owner of property described as:

\_\_\_\_\_
Lot # Village House # and Street Name

WHEREAS, this Agreement is required in order to assure the Association and the owners within the St. George Plantation that violations of Covenants and Design Guide by owners and contractors, and the construction and development of properties in ways that deviate from plans approved by the Association will not occur, or in the alternative, provide a remedy for same which may occur; and

WHEREAS, the Association will incur Consulting Review Architect (CRA) fees for the project, which fees may be paid in whole or in part from the Performance Deposit referenced herein; and

WHEREAS, the execution of this Agreement is a condition of application for approval of construction on the property described above, as provided by the Covenants and Design Guide.

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, the parties agree as follows:

- 1. Owner shall provide and deliver to the Association the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) as a Performance Deposit for the [ \_\_\_\_\_ ] dated \_\_\_\_\_. The Performance Deposit shall be held in a non-interest bearing account in the name of the Association for the term of this Agreement.
2. The term of this Agreement shall expire on the earlier of three years from the date hereof or issuance of Written Notification of Compliance to the Owner in accordance with the Covenants. Construction must be commenced within twelve (12) months after final written ARC approval of the application and must be completed within eighteen (18) months after commencement of the project.
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).



Effective date: September 1, 2015

**ST. GEORGE PLANTATION OWNERS' ASSOCIATION, INC.  
PERFORMANCE DEPOSIT AGREEMENT**

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.

ACTIVE: 7461190\_1



Effective date: 17 November 2014

**Exterior Materials & Finishes Data Sheet**

SUBMITTAL FOR LOT \_\_\_\_\_ VILLAGE \_\_\_\_\_ OWNER \_\_\_\_\_

**Property Zone**

Bay View

Midland

Gulf View

Item	Material	Color*	Description
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			



Effective date: 17 November 2014

Exterior Materials & Finishes Data Sheet

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			
<b>Other Structures</b>			
<b>Item</b>	<b>Material</b>	<b>Color</b> (Must provide sample)	<b>Description</b>
Mechanical Enclosure			
Trash Enclosure			
Boardwalk			
Dock			
Dune Walkover			
Louvers - Screening			
Garage/Carport			
Gazebo/Pergola			
Patio			
Exterior Stairs			
Pool/Spa			
Pool Fencing			
Pool Deck			

Please refer to the ARC Design Guide for further details.