



Major Remodel Checklist

SUBMITTAL FOR LOT _____ VILLAGE _____ OWNER _____

A. 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.

- 1. SGPOA Application for ARC Approval: Completed and signed by owner(s) and contractor
- 2. Non-Refundable Application Fee: Payable to SGPOA
- 3. Major Remodel Step One A Checklist: Initialed by owner/owner representative
- 4. 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
- 5. 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
- 6. 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
- 7. Elevations: Conceptual drawings of all 4 elevations and any changes
- 8. When applicable: Location of regulatory setbacks, if any
- 9. Proposed List of probable siding and roofing materials, color
- 10. Any photos to illustrate the design intent
- 11. 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*

IMPORTANT NOTE: Completion of all steps of the review and approval process is expected to take approximately three months depending on number of changes requested and response time for required changes. Any delay in supplying all requested items on this checklist will delay the progress of your review.

Owner/Owner's Representative and Date



Major Remodel Checklist

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 3/4" = 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, if applicable
 - 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 will 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



Major Remodel Checklist

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. Before Construction Begins: 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. Performance Deposit Return: The Performance Deposit will be returned according to section 6 of the Performance Deposit Agreement.



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

New Home Construction

- | | |
|---|---|
| Ancillary Garage/Carport <input type="checkbox"/> | Mechanical Enclosure <input type="checkbox"/> |
| Gazebo/Pergola <input type="checkbox"/> | Dune walkover/boardwalk <input type="checkbox"/> |
| Dock/Pier <input type="checkbox"/> | Trash Receptacle Enclosure <input type="checkbox"/> |
| Pool/Pool Fence <input type="checkbox"/> | Under house Screening <input type="checkbox"/> |

Major Remodel – addition of 300ft² or greater of condition space or cargo lift

- | | |
|---|--|
| House (300ft ² +) <input type="checkbox"/> | Other (List)_____ <input type="checkbox"/> |
|---|--|

Minor Remodel (Step 1 A, B and 2, if required)

- Conditioned space less than 300 ft²

Minor Remodel

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

Ancillary Structure(s)

- Gazebo/Pergola
- Detached Garage
- Detached Carport
- Other _____



SGPOA Application for ARC Approval

EMERGENCY YES/NO

Demolition of Existing Structure

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 information: 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 | <input type="checkbox"/> | Terrace(s) | <input type="checkbox"/> |
| Driveway: aprons/pavers/changes | <input type="checkbox"/> | Elevated Deck | <input type="checkbox"/> |
| Retaining wall(s) | <input type="checkbox"/> | Walk(s) | <input type="checkbox"/> |
| Lighting | <input type="checkbox"/> | \$1000 in total project | <input type="checkbox"/> |

Minor

- | | | | |
|-----------------------------|--------------------------|--------------------------------|--------------------------|
| Irrigation Well | <input type="checkbox"/> | Less than \$1000 total project | <input type="checkbox"/> |
| Removing fewer than 5 trees | <input type="checkbox"/> | Adding low ground cover | <input type="checkbox"/> |
| Adding small shrubs | <input type="checkbox"/> | ROW revitalization | <input type="checkbox"/> |

Limited Clearing/Bush Hogging

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
(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"/> |



Application for ARC Approval

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	



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).



**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.



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			



Exterior Materials & Finishes Data Sheet

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			
Other 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.