

# Amelia Park

AMELIA ISLAND, FLORIDA



*A Good Place to Live*

## **ARCHITECTURAL REVIEW APPLICATION**

EFFECTIVE DATE: January 18, 2016



## Governing Documents

### **Master Deed Restrictions / Covenants and Restrictions**

**AMELIA PARK** is subject to Master Deed Restrictions and a Declaration of Charter, Easements, Covenants and Restrictions recorded in the public records of Nassau County. These documents provide for the mutual and reciprocal benefit of every property owner within **AMELIA PARK**. Every Owner, by virtue of taking title to a Lot or parcel, agrees to all the terms and provisions of the documents and shall be entitled to their benefits and subject to their obligations. One of the provisions of the Master Deed Restrictions is the provision for Architectural control by the Board of the Neighborhood Owners Association.

### **Design Code**

The **AMELIA PARK** Design Code includes the PUD, the Master Development Plan, Architecture and Landscape Design Guidelines, and the ARB Application Forms, all as amended from time to time. Additionally the Board may adopt other publications to be part of the Code. Reference for appropriate architectural details to be incorporated in building designs in Amelia Park is Traditional Construction Patterns by Stephen A. Mouzon. The Design Code establishes the neighborhood plan of development through its regulation of land use, architecture, landscaping and environment.

### **Architectural Review Board**

The architectural review and control functions of the Association are administered and performed by the Architectural Review Board (ARB). The Board of Directors of the Association appoints the members of the ARB and establishes review fees. The ARB or its agent may, but is not obligated to, inspect the property during construction for compliance with ARB issued approvals. The ARB has the sole right to waive any of the provisions of the Design Code on a case-by-case basis of architectural merit or demonstrated hardship. The ARB requires compliance deposits to insure adherence to ARB issued directives and approvals. Refer to Schedule of Fees and Deposits.

### **Required Approval**

All new construction, site improvements, landscaping and any modification of structures, landscaping and all other parts of the Lot or parcel visible from a street or lane, Common Area or other public space must be approved in advance of performance of any work. Once construction begins, all construction must comply with the approved plans and specifications, and any changes to the plans must be reviewed and approved. Review is not required to repaint with originally approved paint and colors, or to replace the roof or other components with duplicates of those originally approved.

Each Owner shall submit a completed Application to the ARB prior to construction. No construction may commence until a written approval is issued by the ARB. Applications will be reviewed based upon compliance with the Design Code. The ARB shall approve or disapprove applications within **30** calendar days of submittal. Applications must be submitted no later than 7 working days prior to the scheduled ARB meeting, except in the case of a significant field emergency. Landscaping plans must be submitted at least 60 days prior to scheduled installation.

## **DESIGN REVIEW PROCEDURES**

### **Step 1 REVIEW AMELIA PARK DOCUMENTS**

- Lot Purchase Agreement
- Amelia Park Design Code
- Declaration of Covenants & Master Deed Restrictions
- Design Review Procedures
- List of approved architects/designers, approved builders and approved landscape architects and landscape designers

### **Step 2 SCHEMATIC PLAN REVIEW**

- Submit one completed Schematic Plan Review Application, Form A, with required attachments
- Submit \$350.00 Schematic Plan Review Fee, payable to Amelia Park ARB

### **Step 3 FINAL PLAN REVIEW APPLICATION**

- Submit one completed Final Plan Review Application, Form B, with all required attachments
- Submit \$500.00 Final Plan Review Fee, payable to Amelia Park ARB
- Submit \$350.00 Inspection Fee, as above
- Submit \$5,000.00 Construction Compliance Deposit, as above

### **Step 4 CONSTRUCTION COMMENCEMENT**

Prior to the commencement of construction the Final Plan Review must have been completed and plans approved. REQUEST FOR STAKEOUT REVIEW, Form C, must be submitted at least 10 working days prior to requested review date. **Clearing cannot begin prior to Stakeout Approval.**

During construction, all changes to the exterior elevation must receive ARB approval. This request must include a drawing and thorough explanation of the change, accompanied by Form D, APPLICATION FOR MODIFICATION TO APPROVED PLANS.

The ARB will conduct periodic site inspections during the construction process and the applicant will be notified of violations or deviations from the approved plans. Typical field inspections occurring during construction include but are not limited to the following:

- Stakeout Review
- Footings/Foundation
- Framing
- Construction of eaves, doors, windows, columns, porch details, fences
- Landscape Installation

Upon satisfactory completion of construction and landscape installation, the applicant will be issued a CERTIFICATION OF COMPLIANCE WITH APPROVED CONSTRUCTION DOCUMENTS, Form E. This may be accompanied by the return of the Construction Compliance Deposit fees (in part or in whole if not required to be used).

**SCHEDULE OF FEES AND DEPOSITS**

Schematic Plan Review Fee	\$ 350
Final Plan Review Fee	\$ 500
Inspection Fee	\$ 350
Construction Compliance Deposit	\$5,000

A construction deposit of five-thousand dollars (\$5,000.00) is required from the builder for each house. The deposit shall be held by ARB until ARB has made a final field inspection. Full compliance will result in the return of the construction deposit. If the deposit is required to repair, clean up or replace vegetation on the lot or common areas that are damaged due to construction activities, the builder will be notified prior to the use of the deposit. The builder will be allowed to rectify the problem before the deposit is expended.

**Other Fees which may apply if applicable:**

Minor Plan Modification Review Fee (Non-Structural revisions)	\$150
Major Plan Modification Review Fee (Structural revisions)	\$250

**All checks should be made payable to Amelia Park ARB.**

**Submit all application documents and fees to:**

**Amelia Island Management  
5440 First Coast Highway  
Amelia Island, FL 32034  
Attn: Peter Mallory  
Email: [pmallory@omnihotels.com](mailto:pmallory@omnihotels.com)  
Tel: 904.277.5141**



FORM A – Page 1 of 3

## SCHEMATIC PLAN REVIEW APPLICATION

Date: \_\_\_\_\_ Block/Lot: \_\_\_\_/\_\_\_\_ Building Type: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Builder Name: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Architect Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Landscape Architect / Designer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Schematic Review Application Fee: \$350<sup>rd</sup>**

Includes initial submittal and 1 re-submittal. 3<sup>rd</sup> submittal requires an additional \$250 Fee.

Submitted by:  Owner  Builder  Architect **Signature:** \_\_\_\_\_

**Do not develop Construction Documents prior to Schematic Plan approval.**

### For ARB Use Only

App. Rcv'd by: \_\_\_\_\_

Ck. # \_\_\_\_\_ Amount: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHEMATIC PLAN REVIEW DETAIL LIST**

**Block/Lot:** \_\_\_\_\_/\_\_\_\_\_      **Owner Name:** \_\_\_\_\_

**Submit two (2) sets of drawings and specifications on 11"x17" (1/8" = 1'- 0") as follows:**

- Site Plan**
  - Block/Lot Number
  - Lot dimensions with building footprints (dimensioned)
  - Parking areas, driveway, walks, fences, etc.
  - Landscape areas, all existing trees 3" dbh and larger, etc.
  - Proposed location of dumpster, toilet, underground utilities to building
  - North Arrow
- Grading Plan - (May be included on Site Plan)**
- Tree & Scrub Save Plan - (May be included on Site Plan)**
- 4 Elevations - Front, Rear, Left, Right**
- Floor Plan(s)**

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**Design Elements - For ARB use only**

<b>Elements</b>	<b>Date Approved</b>	<b>Not Approved</b>	<b>Comments</b>
Site Plan			
Grading Plan			
Preservation Plan			
Exterior Front Elevation			
Exterior Rear Elevation			
Exterior Right Elevation			
Exterior Left Elevation			



**FORM A – Page 3 of 3**  
**SCHEMATIC PLAN REVIEW APPLICATION**

**ARB RESPONSE**

---For ARB Use Only---

**Block/Lot:** \_\_\_\_/\_\_\_\_

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

**Review Date(s):** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

Approved

Not Approved

Approved as noted (See notes on schematics and below)

**Comments:** \_\_\_\_\_



## FORM B - Page 1 of 7 FINAL PLAN REVIEW APPLICATION

Date: \_\_\_\_\_ Block/Lot: \_\_\_\_/\_\_\_\_ Building Type: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Builder Name: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Architect Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Landscape Architect / Designer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Final Plan Review Fee: \$500**

Includes initial submittal and 1 re-submittal. 3<sup>rd</sup> submittal requires an additional \$350 Fee.

**Builder's Compliance Deposit: \$5,000**

**Inspection Fee: \$350**

I have received and read the Amelia Park Architectural and Landscape Design Guidelines.

I have read the requirements regarding landscape preservation procedures and will comply.

Submitted by:  Owner  Builder  Architect **Signature:** \_\_\_\_\_

**Special Notes:** \_\_\_\_\_

===== **For ARB Use Only** =====

App. Rcv'd by: \_\_\_\_\_  
Final Review ck. # \_\_\_\_\_ \$: \_\_\_\_\_  
Inspection ck. # \_\_\_\_\_ \$: \_\_\_\_\_  
Compliance ck. # \_\_\_\_\_ \$: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_





## FINAL PLAN REVIEW DETAIL LIST

Block/Lot: \_\_\_\_\_/\_\_\_\_\_

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

Submit one (1) full size set of Construction Documents on 24" x 36" and two (2) half size sets on 11" x 17" of the following drawings and specifications:

- Site Plan (1/8" = 1'- 0")
  - Block/Lot Number
  - Lot dimensions with building footprints (dimensioned)
  - Parking areas, driveway, walks, fences, etc.
  - Landscape areas, all existing trees 3" dbh and larger, etc.
  - Proposed location of dumpster, toilet, underground utilities to building
  - North Arrow
  
- Grading Plan (1/8" = 1'- 0") Note: May be included on Site Plan
  
- Landscape / Hardscape / Site Lighting Plan (1/8" = 1'- 0")
  
- 4 Elevations (1/4" = 1'- 0") - Front, Rear, Left, Right
  
- Floor Plan(s) (1/4" = 1'- 0")
  
- Roof Plan (1/4" = 1'- 0")
  
- Foundation Plan (1/4" = 1'- 0")
  
- Typical Wall Section(s) (3/4" = 1'- 0")
  
- Porch Section(s) and details (3/4" = 1'- 0")
  
- Building Materials
  - Windows
  - Siding
  - Roof
  - Fencing
  - Other (see Building Materials page)
  
- All Construction Details (at 3/4" scale or larger)
  
- Colors (Include paint sample on minimum 2 1/2" square surface)

If pre-approved building materials are used, so indicate in the Description column of the Building Materials page; otherwise submit samples and/or catalog data sheets.



FORM B - Page 3 of 7

## FINAL PLAN REVIEW APPLICATION

-- For ARB use only --

Block/Lot: \_\_\_\_/\_\_\_\_

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

### Design Element List

<u>Element</u>	<u>Date Approved</u>	<u>Not Approved</u>	<u>Comments</u>
Site Plan	_____	_____	_____
Grading Plan	_____	_____	_____
Landscape / Hardscape	_____	_____	_____
Exterior Front Elevation	_____	_____	_____
Exterior Rear Elevation	_____	_____	_____
Exterior Right Elevation	_____	_____	_____
Exterior Left Elevation	_____	_____	_____
Floor Plan(s)	_____	_____	_____
Roof Plan	_____	_____	_____
Foundation Plan	_____	_____	_____
Wall Section(s)	_____	_____	_____
Porch Section(s)	_____	_____	_____
(other)_____	_____	_____	_____
(other)_____	_____	_____	_____



**FORM B - Page 3 of 7**  
**FINAL PLAN REVIEW APPLICATION**

-- For ARB use only --

**Block/Lot:** \_\_\_\_/\_\_\_\_

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

<u>Design Element List</u>	<u>Date Approved</u>	<u>Not Approved</u>	<u>Comments</u>
Site Plan			
Grading Plan			
Landscape / Hardscape			
Exterior Front Elevation			
Exterior Rear Elevation			
Exterior Right Elevation			
Exterior Left Elevation			
Floor Plan(s)			
Roof Plan			
Foundation Plan			
Wall Section(s)			
Porch Section(s)			
Other			
Other			



FORM B - Page 5 of 7 - **FINAL PLAN REVIEW APPLICATION** – Attach 2<sup>1/2</sup>” Color Samples

Block/Lot: \_\_\_\_/\_\_\_\_ Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

←BODY

TRIM→

←DOOR

SHUTTER→

←PORCH  
CEILING  
If applicable

PORCH→  
FLOOR  
If applicable

## FINAL PLAN REVIEW APPLICATION

**Block/Lot:** \_\_\_\_\_/\_\_\_\_\_ **Owner Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Building Materials

<u>Exterior Element</u>	<u>Color/Finish</u>	<u>Manufacturer/Description</u>
		<b>(Submit Catalog Sheets as needed)</b>
Balcony/Porch/Loggia Ceilings		
Balcony/Porch/Loggia Columns		
Balcony/Porch/Loggia Floorings		
Balcony/Porch/Loggia Railings		
Brick		
Chimney		
Door-Entry		Submit Catalog Sheets
Door-Other in Public View		
Door-Other		
Driveway		
Entry Walk		
Fascia		
Fence 1		
Fence 2		
Garage Door(s)		Submit Catalog Sheets
Garden Walls		
Gate(s)		
Gutters / Down spouts		
Ext. Lighting Fixtures / Ceiling Fans		Submit Catalog Sheets
Exterior Site Lighting		Submit Catalog Sheets
Planters		
Pool Deck		
Pool Enclosure		
Rafter Tails		
Roofing		
Screens		
Shutters		Submit Catalog Sheets
Siding		
Stucco		
Walls		
Windows		
Window Trim		
(other)		



**FORM B – Page 7 of 7**  
**FINAL PLAN REVIEW APPLICATION**

**A.R.B. RESPONSE**

---For ARB Use Only---

**Block/Lot:** \_\_\_\_/\_\_\_\_      **Owner Name:** \_\_\_\_\_

**Review Date(s):** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

Approved

Not Approved

Approved as noted (See notes on construction docs and below)

**Comments:** \_\_\_\_\_



FORM C

REQUEST FOR STAKEOUT REVIEW

Date: \_\_\_\_\_ Block/Lot: \_\_\_\_\_/\_\_\_\_\_

Estimated Date of Construction Start: \_\_\_\_\_

Estimated Date of Landscape Installation: \_\_\_\_\_

Estimated Date of Construction Completion: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person or Agent (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Requested date(s) for Stakeout Review: \_\_\_\_\_

(This form must be submitted to ARB at least 10 working days prior to the review)

The property owner will attend the Stakeout Review: Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\* Clearing of lot cannot begin prior to Stakeout Approval**



**FOR USE BY ARB ONLY** Date Request Form Received: \_\_\_\_\_

Date of Stakeout Review: \_\_\_\_\_ Time of Stakeout Review: \_\_\_\_\_

ARB Representative Attending: \_\_\_\_\_

Approved

Approved with Field Changes \_\_\_\_\_

Not Approved / Resubmit / Reschedule \_\_\_\_\_

**FORM D**

**APPLICATION FOR MODIFICATION TO APPROVED PLANS**

**Block/Lot:** \_\_\_\_/\_\_\_\_ **Owner Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Minor Revisions**                      **Fee: \$150**  
    (Non-Structural)

**Major Revisions**                      **Fee: \$250**  
    (Structural)

**Attach any exhibits necessary for this review.**

**Description / Comments:** \_\_\_\_\_

**For ARB Use Only**

App. Rcv'd by: \_\_\_\_\_ Date: \_\_\_\_\_ Ck. # \_\_\_\_\_ Amount: \_\_\_\_\_

Approved

Not Approved

Approved as noted

**Comments:** \_\_\_\_\_





## FORM E

### CERTIFICATION OF COMPLIANCE WITH APPROVED CONSTRUCTION DOCUMENTS

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

Date: \_\_\_\_\_

Builder: \_\_\_\_\_

Block / Lot: \_\_\_\_\_ / \_\_\_\_\_

Plan Approval Date: \_\_\_\_\_

Landscape Design Approval Date: \_\_\_\_\_

This will confirm that the AMELIA PARK ARB has determined, in its sole discretion, that from an aesthetic standpoint, the building and landscaping improvements completed on the above referenced lot substantially comply with the above referenced plans and are acceptable to the ARB.

The ARB nor any of its agents assume responsibility for the performance of the work or any portion thereof, including, without limitation, the following:

- (a) the structural integrity or soundness of the completed improvements;
- (b) compliance with applicable building codes, safety requirements, governmental laws, regulations or ordinances;
- (c) the quality of work or performance of any builder or contractor;
- (d) defects in any designs or specifications submitted, revised or approved;
- (e) any structural or other defects in the work; or
- (f) any injury, damages, or losses arising out of the manner or quality of approved construction on, or modification to, any structures or improvements on or to the above referenced lot.

Approval by the ARB does not relieve the owner of the obligation to obtain any and all required governmental approvals, nor does obtaining all required governmental approvals or this Certification waive the need for all new construction and subsequent alterations to be approved by the ARB and/or the Amelia Park Neighborhood Association, Inc. ("Association"), as applicable, and/or the applicable governmental agency(ies). If any such approvals are required and not obtained by the owner, the Association, and/or such governmental agency(ies), as applicable, may take whatever actions are necessary to cause compliance.

**BY:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

Chairman of the ARB

Compliance Deposit Refund / Re-Allocation \$ \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_

Comments: \_\_\_\_\_