

ARCHITECTURAL REVIEW COMMITTEE (ARC) WORKSHEET

Date ARC Worksheet and Related Documents Received by Association Manager: _____

Received by: _____ mail _____ personally delivered

Documentation Reviewed by Association Manager:	
_____ deemed a complete application	sent to ARC _____ (date)
_____ deemed incomplete	sent back to owner _____ (date)

Owner: _____ Lot # _____

Owner contact info: email: _____ phone: _____

Address: _____

Description of building/project: _____

Anticipated Commencement of building/project: _____

Anticipated Completion of building/project: _____

Contractor's name: _____

Contractor's license number: _____

Contractor's contact info: email: _____ phone: _____

Address: _____

[] \$2,000 Impact fee for House Construction received _____ (date)

[] **\$100 ARC Review Fee for minor lot changes without House Construction received _____ (date)**

ARC REVIEW PROCESS:

THE ARC must review any changes planned for a lot, including, but not limited to, modifications to an existing house footprint, new construction, clearing, or additions. The Board of Directors (Board) of Surfside Estates Owner's Association, Inc. (HOA) must approve the changes prior to any action being taken by the lot owner or the owner's contractor. Three types of review exist and will be explained in this document: 1) Site clearing with and without elevation changes; 2) Addition to the footprint of an existing house (adding pools, storage buildings, etc.) and 3) Construction of a new house.

No clearing of undergrowth or trees, grading, changes in elevations, material deliveries or construction may begin without first obtaining approval from the ARC, approval from the Board and a Gulf County building permit (if required). Therefore, the review process must begin early enough to obtain approval

that coordinates with the construction schedule. All normal procedures set up by the Gulf County building department must be followed as well.

The ARC will not begin review until all of the documents are received, all fees are paid, and the completed worksheet is submitted. ARC also reserves the right to ask for additional documents and information if the documentation supplied is found to be insufficient.

The ARC Committee has 30 days from the date of receipt of completed worksheet, all required plans, and requested materials to either recommend approval and ask for engineered plans or other information, or disapprove with requirements for modifications. The ARC Committee will submit to the Board recommendations in writing for, Approval, Denial, Conditional Approval, or More Documentation Required. If not approved by the Board, all documents will be returned to the owner with specific requirements for further review for approval.

SITE CLEARING WITH AND WITHOUT ELEVATION CHANGES (NO CONSTRUCTION PLANNED)

1. Land Clearing without any fill dirt being brought in

- a. _____ \$100 ARC Review Fee
- b. _____ Completed ARC Worksheet
- c. _____ Site plan and description of what type of vegetation will be removed.
This does not have to be an engineered plan unless the ARC requires more specific information to determine that there will be no negative impacts on adjacent lots. The ARC reserves the right to require additional documentation.
- d. Approval, Denial, Conditional Approval, or More Documentation Required will be sent by the ARC to the Board in writing. The Board will vote on the ARC's recommendation and, in writing, inform the owner of the results.

2. Land clearing with fill dirt being added and a change in elevation proposed for either empty lot or existing home sites

Changes to a lot or existing home site will need ARC approval if: 1) A change of elevation will occur, 2) additional fill dirt will be brought in, or 3) grading will occur that could change the water runoff onto adjacent lots.

- a. _____ \$100 ARC Review Fee
- b. _____ Completed ARC Worksheet
- c. _____ Site plan and description of what type of vegetation will be removed.
Site plan must have a survey with 1) detail of removal of vegetation and trees, 2) estimated amount of fill, 3) specific detail as to how the grading will be done to contain water run off on the lot without affecting adjacent lots. In some instances the ARC reserves the right to required engineered plans based on issues with the lot and adjoining properties.
- d. Approval, Denial, Conditional Approval, or More Documentation Required will be sent by the ARC to the board in writing. The board will vote on the ARC's recommendation and, in writing, inform the owners of the results.

FOR ADDITIONS TO THE EXISTING FOOTPRINT (ADDITIONS OF POOLS, HOT TUBS, STRUCTURES)

- a. _____ \$100 ARC Review Fee
- b. _____ Completed ARC Worksheet
- c. _____ Site plan
- d. _____ Description of the project.

The description must include: 1) project to be undertaken (example addition of pool or garage), 2) detail of removal of vegetation and trees, 3) estimated amount of fill if needed, 4) specific detail as to how the grading will be done to contain water run off on the lot without affecting adjacent lots. In some instances the ARC reserves the right to required engineered plans based on issues with the lot and adjoining properties

d. Approval, Denial, Conditional Approval, or More Documentation Required will be sent by the ARC to the board in writing. The board will vote on the ARC’s recommendation and, in writing, inform the owners of the results.

NEW HOUSE CONSTRUCTION

DOCUMENTS REQUIRED:

Initial plans do not have to be engineered but only a “conditional approval” will be issued until final, engineered plans, including survey and site plans, are presented and approved prior to any construction beginning. (Example-every document required for obtaining a Gulf County Building permit should be submitted to the ARC Committee) At the end of construction, an “As Built” survey must be presented to the HOA for the records and the design and specifications must be in compliance with the Covenants and Restrictions and the same as those approved by the Board. If the final “As Built” survey does not match what was approved, the owners will be required to comply.

Document checklist:

- _____ Site plan including drainage/water retention, grading and home placement
- _____ Full set of plans for the home including but not limited to foundation, elevations, site plan, and footprint
- _____ Landscape plans
- _____ ARC check list that is attached
- _____ Other documents deemed necessary for approval and identified by ARC at the beginning of the review process: _____
- _____ AS IS Survey after pilings are placed

The preceding check list should be submitted with the preliminary plans and owner’s comments completed. The Owner should note the particular materials, sizes, or other details through the checklist.

The Owner should make known to the Contractor the following policies:

- 1. No construction noise/activity before 8 a.m. or after 6 p.m.

2. No music on job site.
3. Daily cleanup of job site.
4. No trucks, trailers, or work equipment may be parked on the easement after 6:00 p.m.

From the Covenants	Owner's Design	ARC Sign Off Or Comments
1. Only single family residential homes are allowed		
a. Minimum 1200 square feet heated and cooled living area exclusive of carports, garages, or outside utility buildings.		
b. All such buildings shall have the exterior finished in a neat and attractive manner before being used as a residence. Note what type of siding will be used.		
2. No buildings may be constructed nearer than 25 feet to any street right-of-way-line or nearer than 10 feet to any interior side or rear lot line.		
3. The owner of each lot shall be responsible for sewerage disposal and such facilities shall conform to all relevant rules and regulations.		
4. No sign of any kind shall be displayed to the public view on any lot unless specifically authorized herein. For Sale signs must be located on the lot and not on road right of way and they may not exceed three square feet. Rental signs must be attached to the structure and may not exceed two square feet. Any sign naming a house must be affixed to the house. Construction signs must be located on the owner's property and removed within 30 days of receiving CO.		
5. Fences no higher than six feet above grade may be permitted beside or behind a house. No fence shall be permitted in front of a house unless required by building codes around a swimming pool. Fences must be vinyl, wood or of a material approved by the ARC.		
6. A water retention plan must be clearly shown on the documents.		
7. General restrictions:		
a. No permanent outside clothesline shall be permitted		
b. Swimming pools, patios and spas shall be located behind houses if at all possible. Owner shall provide documentation for		

exceptions		
c. All air conditioning units shall be screened from view from the street.		
d. Any exterior lighting on any lot shall either be indirect, shielded, or of such controlled focus and intensity so as to prevent glare on surrounding properties. Lot owners shall comply with any lighting regulation relative to sea turtles.		
e. Solar panels or other energy generating equipment, other than those on the roof, shall be installed or constructed in such a manner as to be concealed from view from the street and so as not to obstruct views from adjacent properties.		
f. Any irrigation pumps must be housed		