

AMELIA BAY ESTATES
ARCHITECTURAL REVIEW BOARD
APPLICATION FOR FINAL REVIEW OF DESIGN
c/o Elim Services, Inc.
1941 Mayport Road, Atlantic Beach, FL 32233
www.ElimServices.com
904-241-8886

Application # _____

Location _____ Unit: _____ Lot# _____ Date: _____

Application Fee
Received

Builder / Subcontractor _____ Phone# _____

Mailing Address _____

Architect / Designer _____ Phone# _____

Mailing Address _____

Final Design
Approval
Date: _____

Landscape Architect / Designer _____ Phone# _____

Mailing Address: _____

Owner / Buyer _____ Phone# _____

Mailing Address: _____

Preliminary Building
Placement Approval
Date: _____

Check list for submitting plans for Final Review

- () ARB Submittal Fee: A Check in the amount of Two Thousand Five Hundred Dollars (\$2,500). Two Thousand Three Hundred (\$2,300) will be refunded Upon the Final Compliance Inspection less any fines assessed for violations Of the Construction Requirements and Regulations. Alterations or additions Which are separate from the original submission, such as pools and screen Enclosures require a Seventy-five (\$75.00) check (nonrefundable) with Submittal. Checks shall be payable to Amelia Bay Estates Home Owners Association.

Final Building
Placement Approval
Date: _____

- () Application

Building Permit
Issued
Date: _____

- () Four (4) sets of house plans, one (1) for ARB including but not limited to The following Drawings.

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- () Topographic and Tree Survey.**
- () Site Plan: Showing property lines, existing topography, existing trees 6 inches
And larger, building restriction lines, location of structure, walks, drives, patios,
Retaining walls, fences, exterior lighting and grading plans (proposed Topography).
Finish floor elevation of main level conditioned space and garage.**
- () Floor Plans:** **Final Compliance
Inspection**
- () Exterior Elevations: Showing actual and proposed grade lines and
Indicating all exterior materials** **Date: _____**
- () Landscape Plan (to include location of septic system drain field)**
- () Samples of Exterior finishes, colors and roof material.**
- () Septic system drain field elevation as approved by Nassau County Health
Department_____. (Septic system drain field must be shown on final plans)**

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Finish Floor Elevation _____ **Garage Elevation** _____

Home Square Footage:

Conditioned Space (1st Floor) _____ sq. ft.

Conditioned Space (2nd Floor) _____ sq. ft.

Total Conditioned Space _____ sq. ft.

Exterior Materials & Finishes List:

Material	Color	Manufacturer	Product Name	Product Number
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Wall: _____

Fascia: _____

Trim: _____

Shutter Color: _____

Entry Door: _____

Doors: _____

Roof: _____

Gutters: _____

Drip Edge: _____

Chimney Cap _____

Windows: _____

Fence / Type _____ () Yes () No

All Fencing as approved by ARB Board.

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Pool () Yes () No (Location of pool must be drawn on site plan.)

Deck: Material _____ Color: _____

Equipment Screen: Material _____ Color _____

Screen Enclosure: Frame Color _____ Screen Color _____

The above portion of this application provides a checklist for submitting plans. The Committee will not Review your plans if the package is not complete.

Construction Requirements and Regulations

The following is a list of requirements and regulations for all Contractors and Sub-Contractors Constructing homes or renovating existing homes in Amelia Bay Estates.

- 1.) Normal construction hours are 6:30 a.m. To 6:30 p.m. Monday through Friday. No work is allowed on Sunday unless passive (noiseless) and previously approved by the ARB Administrator.**
- 2.) No radios, non-construction related loud noise or pets shall be allowed access upon the property. No activity shall be permitted on any part of the property which shall be illegal, noxious or offensive or which is or may become a nuisance or a source of embarrassment, discomfort or annoyance to other residents. All builders shall minimize their impact on the neighborhood. All construction activity shall be confined within the boundaries of the lot lines.**
- 3.) All building sites must have a dumpster (wire cages are not a substitute) on the site prior to the slab being completed. Failure to comply with this policy will result in a \$25.00 (twenty-five dollar) per day fine until compliance is met. All lots must be cleaned daily, by 5:30 p.m., of all wind dispersible debris. There will be a charge of \$50.00 (or cost plus 10% surcharge, whichever is greater), if the Home Owners Association has to provide site cleaning of a Contractor's Project. Project sites not completely cleaned of all debris by 5:30 p.m. on Friday will result in the Home Owners Association cleaning the site and storing the debris on site, and a minimum charge of \$100.00 (one hundred dollars) will be assessed to the lot owner per half hour in increments thereof.**
- 4.) A portable toilet shall be located thirty (30) feet back from the curb with the access door facing the opposite direction of the street. Variance from this distance requirement must be cleared with the ARB in advance.**

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- 5.) When lot is being cleared, and during construction, debris shall not be placed on adjacent lots, in the street, on the easement or right-of-way. Any improperly placed debris will be subject to cleaning charges of \$50.00 (or cost plus 10%, whichever is greater). Damage or clean-up to the street or curb is the responsibility of the Contractor / Property Owner. Any clean-up or repair performed by the Home Owners Association will be assessed to the Property Owner.
- 6.) As prescribed in the ARB Guidelines, protective measures shall be undertaken to preserve existing trees, shrubs and ground covers during construction activities to minimize site disturbance resulting in bare soil conditions. Remove no more vegetation than necessary.
- 7.) Temporary swales and other sediment control methods must be installed to reduce run-off during construction. The use of hay bales is required to be installed at erosion problem areas. A silt barrier and / or hay bales must be used on all waterfront lots during construction to control erosion. *This silt barrier is to be installed prior to clearing the lot.*
- 8.) *Seventy-two (72) hours prior to commencement of construction, the Contractor / Sub-Contractor and Property Owner are responsible for calling (904) 277 - 3040 for a utility locate. The Contractor/ Sub-Contractor and Property Owner are responsible for knowing the locations and types of all utilities and must protect existing utilities during construction. Damage to utilities shall be subject to cost of repair by the utility company and billed to the Contractor / Sub-Contractor and Property Owner.*
- 9.) Whereas applicable, all required driveway sub-surface material shall be placed prior to construction. All construction and delivery vehicles shall enter and exit the lot using the sub-surface area and shall not enter nor drive through the lot in random locations which could adversely affect existing vegetation and track excessive amounts of soil into the street. *Adjacent lots are not to be used for access. Any damages to streets or curbs will be subject to cost of repair plus a 10% surcharge.*
- 10.) Any construction activity or related parking shall not block traffic along the public street. Parking shall be restricted to the front of the lot or on the lot under construction.
- 11.) Any spillage of concrete or dirt onto the paved public community street shall be removed from the surface the same day. *Any spillage will be subject to a removal charge of \$100.00 (or cost plus 10%, whichever is greater).*

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12.) After the final date of certification of occupancy, any damage incurred to the public street, curbs or common areas shall be billed to the Contractor / Owner. **Note: Curbs are very expensive to replace. When a curb is damaged, it must be removed, then replaced. It is suggested that curbs be padded to eliminate cracking or sinking during the delivery of all construction materials such as, but not limited to, dirt, concrete, lumber, etc.**

13.) The Contractor / Owner is responsible for positive drainage during and after construction. Any drainage problem remaining after construction shall become the responsibility of the Property Owner.

14.) All AC units and pool equipment must be walled or fenced, as approved by the ARB, to match the main body of the house and landscaped.

15.) Burning of trash or debris is strictly prohibited.

Any Contractor / Sub-Contractor or Owner in violation of the aforementioned requirements and regulations will be assessed a fine for each violation. Fines will be assessed against the refundable portion of the ARB submittal fee. *The deposit, or any balance thereof, will revert to the Association if a final inspection is not requested and an Acknowledgement of Project Completion form is not completed within thirty (30) days.*

I am submitting this application and construction drawings to the ARB for approval. I agree to be bound by all of the requirements and regulations as they pertain to construction or renovation of a residential dwelling in the Development of Amelia Bay Estates.

OWNER (Signature)

CONTRACTOR (Signature)

OWNER (Signature)