



ARCHITECTURAL REVIEW BOARD GUIDELINES FOR CONSTRUCTION

DESIGN REVIEW COMMITTEE

EFFECTIVE May 20, 2025
TUPELO PLANTATION
A Florida Corporation Not-for-Profit Callahan, FL

Contents

I.	VISION STATEMENT	4
II.	PHILOSOPHY OF THE ARCHITECTURAL REVIEW BOARD	4
III.	ARB GUIDING PRINCIPLES	4
IV.	INTRODUCTION TO THE ARCHITECTURAL REVIEW BOARD	4
A.	Background	4
B.	Authority	5
C.	Majority Vote	5
D.	Meetings	5
E.	Responsibilities	5
F.	Submittal Requirements	6
V.	ARCHITECTURAL REVIEW BOARD POLICIES	6
A.	Applicant's Responsibilities.....	6
B.	Design Review Approvals	7
C.	Design Review Decisions.....	7
D.	Approval Expiration.....	7
E.	Construction Changes	7
F.	Site Inspections	7
G.	Construction Completion	7
VI.	KEY DESIGN GUIDELINES.....	7
A.	Design Elements Required	7
B.	Site Planning.....	8
C.	Dwelling Size/Minimum Standards	8
D.	Exterior Elevations	8
E.	Exterior Materials	9
F.	Roof Pitch / Roofing Materials	9
G.	Grading and Drainage	9
H.	Outdoor Living Areas / Screen Enclosures / Docks	10
I.	Barns & Accessory Buildings	10
J.	Mailboxes	11
K.	Fences	11
L.	Garages and Driveways.....	11
M.	Pools.....	11

N.	Landscaping and Irrigation.....	11
O.	Utilities/Service Areas.....	12
P.	Well & Septic Systems.....	12
Q.	ARB Criteria for Waivers	12
VII.	DESIGN APPROVAL PROCEESS	13
A.	Step One: Site Review/Land Clearing.....	13
B.	Step Two: Architectural Review.....	13
C.	Compliance	14
VIII.	DEVELOPED and EXISTING PROPERTY GUIDELINES	14
A.	Purpose	14
B.	Exterior Repainting of Developed and Existing Homes	14
C.	Exterior Changes of Developed and Existing Home/Additions/Mass Landscaping.....	14
IX.	IMPACT & FEES.....	15
X.	BUILDER’S RULES AND REGULATIONS	15
	Attachment I: SITE REVIEW/LAND CLEARING	17
	Attachment II: ARCHITECTURAL REVIEW (page 1 of 2).....	18
	Attachment III: CHANGE TO DEVELOPED & EXISTING PROPERTY (page 1 of 2)	20
	Attachment IV: CERTIFICATE OF COMPLAINCE.....	22
	Attachment V: NOTICE TO APPEAL	23
	Attachment VI: UNDERGROUND UTILITIES ACKNOWLEDGEMENT	24
	Attachment VII: COMMITTEE USE ONLY.....	25
	Attachment VIII: Impact Fees.....	26
	Attachment IX: Request for Variance	27
	Attachment X: Request for Extension (page 1 of 2).....	28
	Attachment X: Request for Extension (page 2 of 2).....	29
	Quick Attachment Guide.....	30

I. VISION STATEMENT

Tupelo Plantation is one of the largest PUD communities in the Callahan area. We are a collection of home designs that blend with the environment and neighboring rural properties to create a sense of place and community lifestyle. But more than our physical assets, Tupelo Plantation is about people.

II. PHILOSOPHY OF THE ARCHITECTURAL REVIEW BOARD

Tupelo Plantation (TP or “the Community”) Owners Association (“the Association”) has established the Design Review Committee (Covenants & Restrictions, Section 1.3) commonly referred to as the Architectural Review Board (ARB or “the Committee”) as a permanent committee with the objective of guiding the design, construction, and maintenance of homes that results in an attractive, compatible and aesthetically pleasing community. The ARB guides residential development within TP to maximize the blending of homes with the natural beauty and topography of the land.

The ARB will work with new and existing homeowners to help ensure that their designs incorporate exterior features, materials, and site plans that are consistent with the Vision Statement. The ARB is responsible for ensuring that plans are delivered as agreed and that the overall quality of the finished home sites preserves the enjoyment and property values for all members of the Association.

ARB approved plans for exterior elevations or landscaping may not be changed, altered, or modified without ARB approval. Please contact the Community Association Management firm with any questions regarding what requires ARB approval.

III. ARB GUIDING PRINCIPLES

- The Public Views of all developed properties shall complement or be visually compatible with the existing developed properties by “blending with” and not “standing out” from the community as a whole.
- All components of a Developed Property (including the exterior furnishings and decorative items) shall be designed, constructed, and installed with durable materials.
- Landscaping and building appearance for Developed Properties are required to be maintained to reasonable Community standards.

The ARB reserves the right to establish a list of preferred service providers as allowed by the Covenants & Restrictions, (Section 8.6.1), but as of August 2014, there are none.

IV. INTRODUCTION TO THE ARCHITECTURAL REVIEW BOARD

A. Background

The ARB reviews and approves applications and design documents for all new construction and for alterations, modifications, or changes to existing properties, including topographical changes, landscaping, and auxiliary structures. The ARB establishes high standards of design that ensures the preservation of the natural beauty of the site, enables creation of a community lifestyle and protects property values. The ARB consists of representatives of the residents and Property Owners who are appointed by the Board of Directors. The ARB meets on the second Thursday of each month.

Each Application is evaluated on its own merits with reasonable flexibility for design, function, creativity, and the special needs of the site. As design aesthetics, building codes and construction materials change, the ARB may modify any part of its guidelines and procedures, at its sole discretion.

At closing, each Property Owner and/or Homeowner (Owner) agrees that they will be bound by the Covenants & Restrictions of Tupelo Plantation and their deed is annotated to reflect this agreement. The Covenants outline the establishment of the ARB. Thus, it is the obligation of each Owner to ensure that homes, grounds and auxiliary structures are built and maintained consistent with the designs as approved by the ARB. The Property Owner must keep in mind that volunteers staff the ARB and that the Property Owner must plan to address changes at the regular ARB meetings. The ARB has been established by the HOA to facilitate the design and construction process within the community. However, full responsibility for following the appropriate process and approvals for construction is with the individual Owner.

B. Authority

The authority of the ARB is set forth in the Tupelo Plantation Declaration of Covenants, Easements, Conditions & Restrictions ("Covenants & Restrictions") which encumber every building site. The ARB is responsible for carrying out its duties on behalf of all members of the Association for the benefit of the total Community.

"No change in the topography of any Lot, nor the removal or destruction of any existing tree or palm greater than 6 inches in diameter, nor the construction of any building, fence, wall or structure of any kind, nor the installation of any utility of service shall be commenced, erected or maintained on any Lot, nor any exterior addition to or change or alteration of any building on a Lot, shall begin or proceed unless and until a site plan for such Lot, showing all proposed changes..... shall have been submitted to and approved in writing by the Tupelo Plantation Design Review Committee.....", (Covenants & Restrictions, Section 8.1)

C. Majority Vote

The ARB shall be made up by at least three (3) Property Owners. Each member of the ARB shall have an equal vote and the majority of all members of the ARB shall constitute a decision for approval or denial of an application. In all cases, the Board of Directors of the Association shall have review powers of denied applications. Written notice requesting a Board of Directors review shall be directed to the Community Association Management firm to coordinate the review process. See the Notice of Appeal Form (Attachment V) which is required to be completed and submitted to the ARB Administrator.

D. Meetings

The ARB shall meet on the second Thursday of each month to review applications received, as required by the Tupelo Plantation By-Laws.

E. Responsibilities

The ARB is empowered to perform the following:

1. Establish architectural criteria and exterior design themes for the Community

2. Establish design review criteria for maintaining property values and to provide the best possible safeguards for continuing value appreciation.
3. Review all Applications and Construction Plans for compliance with design criteria and with the Covenants and Restrictions for Tupelo Plantation.
4. Assure that all new homes have compatible architectural designs and harmonious relationships with the existing neighborhood and the intent of the Developer.
5. Ensure the collection of all Board of Director approved fees necessary for the review of applications, construction impacts and required escrow accounts.
6. Monitor deviations from the approved design, require corrective actions, and withhold certificates of completions, inspect and approve corrections, and refer any substantial, unresolved non-compliance to the Board of Directors of the Association for possible legal action.
7. Prepare and amend design review criteria, processes and approved materials lists.
8. Contact applicants whose plans and specifications have been disapproved to provide reasonable assistance to bring applications into compliance with the design criteria.
9. Maintain permanent copies of approved final applications, design documents, modifications and related records.
10. Inform members of the Homeowners Association regarding activities of the ARB.

F. Submittal Requirements

The ARB meets the second Thursday of each month to review applications for new construction and modifications to existing sites. To be included on the agenda, a complete submittal must be made on or before the Friday preceding the regularly scheduled meeting. To confirm the date and time of meetings and submittal deadlines, the applicants should contact the Community Association Management firm.

Submittals not meeting the Design Approval Process requirements will be considered incomplete and will not be reviewed by the ARB until all required information and fees are provided.

V. ARCHITECTURAL REVIEW BOARD POLICIES

Construction plans are the property of the owner/applicant and should not be shared outside the ARB

A. Applicant's Responsibilities

The ARB assumes no liability for Applicant's responsibilities which include, but are not limited to, the following:

1. Performance and quality of work of any architect, home designer, landscape designer, builder, or subcontractor.
2. Compliance with all laws, codes, and ordinances of any governmental agency or body.
3. Determination of environmental restrictions, drainage and grading requirements, and all surface and subsurface soil conditions.
4. Determination of structural, mechanical, electrical, and all other technical aspects of a proposed design that can only be determined by competent architects, engineers, builders, and other professionals.

5. Compliance with the Covenants and Restrictions of Tupelo Plantation, ARB criteria, and agreements between the Applicant and the ARB.
6. Accuracy of all stakeouts and surveys.
7. Notification to the ARB of deviation from the accepted submission prior to the start of work.
8. Applicants are responsible for damages done to common areas, TP infrastructure (including but not limited to roads) and landscaping caused by their builder, subcontractors, suppliers and other services associated with the construction.

B. Design Review Approvals

All new construction, modifications, alterations and improvements of existing structures must receive written Final Architectural Review approval prior to obtaining building permits or commencing any work.

C. Design Review Decisions

1. Upon receipt of a properly completed Application, the ARB will review Applicant's plans and specifications and render one of two types of decisions in WRITING:
 - APPROVED
 - NOT APPROVED

D. Approval Expiration

Written approval by the committee shall be deemed valid for a period of 1 year (Covenants & Restrictions, Section 8.6.2). When an application is dormant for 12 Months (Section 8.6.2), all prior approvals will become void, and the process must be restarted as if no prior activity had occurred. Time extensions for start of work due to extenuating circumstances may be considered by the ARB.

E. Construction Changes

Exterior changes to the subject property must receive prior approval from the ARB. Applicants will give the ARB an adequate amount of time to make an informed decision. This adequate amount of time will be determined by the ARB. If changes are extensive, then review may have to wait until the next ARB scheduled meeting. Applicants requesting design change approvals should consult with the ARB for approval.

F. Site Inspections

All new home sites are subject to being inspected to verify compliance with the Tupelo Plantation Covenant & Restrictions. This inspection in no way guarantees any of the work and TP assumes no liability for any errors in the construction.

G. Construction Completion

Exterior construction must be completed within 18 months from commencement. (Covenants & Restrictions 8.6.2 & 8.3.7 [Revised]). If not complete, it is the responsibility of the homeowner to request an extension within the initial 18-month approval period.

VI. KEY DESIGN GUIDELINES

A. Design Elements Required

The following list summarizes design elements that the ARB requires, recommends, and/or encourages:

1. Home designs must be compliant with all design restrictions/standards as found in the Covenants.
2. Home designs must preserve the natural character of the site.
3. Minimum square footage shall conform to that set forth in the Covenants & Restrictions of 1,700 square feet of heated and air-conditioned living space, excluding attached garages, screened porches, attached greenhouses, covered patios, entryways or the like.
4. Homes are required to be of “stick built” construction. No berm house shall be permitted on any lot, nor a shell or modular house regardless of price or square footage, nor shall any mobile home be placed upon any lot, (Covenants & Restrictions 8.9.3).
5. All home landscaping and exteriors should reflect a quality level consistent with the existing community of homes.

B. Site Planning

1. In planning the construction of a new custom home, one must consider how the building lot affects the design of the home. The shape of the lot as well as the location of specimen trees and other natural features including wetlands will dictate the size and configuration of the residence. Starting with a house plan and trying to force it to fit on a particular lot can be a frustrating and often futile exercise. Thinking of the lot first and house second; the design will more naturally flow.
2. The ARB application must include a certified survey that outlines the following:
 - a. Area to be cleared (calculate acreage)
 - b. Placement of the driveway, culverts, fencing, septic tank, well and house pad
 - c. Setbacks (as detailed in the CC&R's) and a note as to the extent of any tree cutting in the setback
 - d. The surveyor must stake the boundary lines on all sides at an increment of every 50 - 100 ft. (depending on vegetation) to ensure neighboring trees are not cut. Wetlands must also be flagged.
3. At no time is open burning for site clearing permitted without Division of Forestry permit.

C. Dwelling Size/Minimum Standards

1. All residences shall conform to the minimum standards of 1,700 square feet of heated and air-conditioned living area, excluding attached garages, screen porches, attached greenhouses, covered patios, detached accessory buildings, or the like, (Covenants & Restrictions 8.9.3).
2. Setbacks for House and Garage (different from the critical line):
 - a. Front 100 feet,
 - b. Rear 50 feet, and
 - c. Side 25 feet

D. Exterior Elevations

1. The Home's Exterior elevations are of paramount importance to TP.
2. The ARB welcomes the submittal of the exterior elevations for approval prior to proceeding with the design of the Floor Plans.
3. The home's exterior elevations will be reviewed for acceptable architectural design. Elevations will also be reviewed to determine that the aesthetic appearance is compatible with other existing homes.

4. Exterior elevation walls should be provided for ARB's review.
5. Approval of the exterior design will be based on overall design themes.
6. In accordance with Nassau County guidelines, exterior height may not be greater than 35 feet.

E. Exterior Materials

1. All new individual homes should blend into the TP total image using complementary choices of materials, detailing, and colors. Designs should emphasize harmony with the environment and neighboring homes. The ARB has prepared a color chart of suggested paint & stain schemes (available at <https://www.sherwin-williams.com/homeowners/exterior-color-schemes/suburban-traditional>) to help with the selection process. The applicant may suggest other compatible schemes. Roof colors should be consistent with the balance of the home's color scheme.
2. The selection of exterior materials shall be harmonious with the architectural motif of each dwelling unit and the community as a whole. The following materials are found to be acceptable:
 - a. NATURAL WOOD
 - b. STUCCO: Approval is subject to the selected application, texture, and use of other primary, secondary, or decorative treatments.
 - c. MASONRY: Natural stone and aged or tumbled
 - d. VINYL: In the ARB approved color scheme may be used on the rear and side elevation, and on no more than 25% of the front elevation of homes.
 - e. CEMENTITIOUS SIDING: Hardie-plank lap siding and similar fiber cement siding is approved. Cementitious Trim may be used in applications requiring one single length.
3. SAMPLE COLORS - The ARB shall have final approval of all exterior color submittals. Each Applicant must submit to the ARB, as part of the Architectural Review, a color swatch or chip showing the color of the roofing, exterior walls, shutters, trims, brick, stucco, exterior doors, and all other proposed exterior materials. Each sample shall be clearly labeled. All swatches will be retained in Tupelo Plantation ARB record file unless they are requested returned at the time of submission, in which case a high-resolution photo will be taken for the record.

F. Roof Pitch / Roofing Materials

1. Primary Roofs are to be sloped with a minimum pitch of 5/12 or greater. Gutters and downspouts may be used if desired. Overhangs are encouraged.
2. Aluminum, galvanized metal, all roof stacks, flashings, and metal chimney caps shall be painted to match the approved roof colors. Roof stacks and plumbing vents shall be placed on rear slopes of the roofs where possible.
3. Architectural Shingles, 5-V Metal, Rib Panel or Standing Seam Metal roofs are acceptable pending approval of style and color.

G. Grading and Drainage

1. Applicant shall be responsible for grading and surface drainage so that surface run-off will not adversely affect adjoining properties, bodies of water or wetlands.
2. The existing drainage pattern of the adjoining properties is not to be adversely affected by the development of any lot. The existing storm water's path through the lot may be

modified, but the entrance and exit points of any drainage crossing the lot shall not be changed without the written permission of those Property Owners as well as the approval of Tupelo Plantation. No damming of storm water nor increases in the rate of erosion will be permitted under any circumstance.

3. In order to maintain the integrity of the road, a permanent culvert for paved roads and temporary culvert for non-paved roads must be installed prior to the start of any land clearing, site and/or construction work (refer to VI.L.3. for driveway tie in). On December 19, 2017, the BOD adopted the culvert standards of Nassau County which specifies the following:
 - a. Culvert pipe should be 12'-18' in length
 - b. 12" subgrade (crushed crete/asphalt millings) on non-paved driveways is required to tie into the roadway during the land clearing/construction process.
 - c. Capped mitered concrete end-sections 4:1 or 3:1 slope is required.
 - d. 6" of concrete for reinforced sections is needed.
 - e. Erosion control (sod, bales, grass, etc.) must be used upon completion.
 - f. In some instances, a 12" pipe may not be practical, and a variance may be granted on a case-by-case basis while taking into consideration ditch and swale requirements set forth by SJRWM.
4. Under no circumstances shall trees with a 6" diameter at breast height, be removed without approval of the ARB (Covenants & Restrictions 8.1). Any federally protected tree cannot be removed without proper federal approval. The ARB may, at its discretion, offer to allow an Owner to remove a tree in dispute if the Owner will replace that tree with three trees. This will be done on a case-by-case basis.
5. For every acre of trees currently on the property that is cut/cleared, the lot owner will replace with a minimum of 10 trees per acre at a minimum of three inches (diameter at breast height). A minimum of 10 trees may be on any area of lot wetlands, buffer etc. to meet this requirement. If horse pasture is intended modifications to this ratio are allowable on a case-by-case basis. Hardwood trees left during the clearing process will count toward this ratio. The ARB submittal must include a calculation of the number of tree's that will be planted.
6. Wetlands protect the natural beauty of Tupelo Plantation while providing valuable wildlife habitats. Additionally, wetlands in many instances provide buffers from one property to another, and impact drainage and run-off to neighboring properties. Furthermore, due to strict St. John's River Water Management regulation wetlands may not be replanted, and therefore typically grow back as unruly and unsightly brush once trees are removed. Maintenance of wetland underbrush is authorized but must be in compliance with St. John's Water Management. ARB approval is not required.

H. Outdoor Living Areas / Screen Enclosures / Docks

1. Screen enclosure materials and colors should be selected from the approved ARB color schemes and should match those of the residence.

I. Barns & Accessory Buildings

1. Barns and outbuildings need to be of similar style and color of the home. ARB approval is not required for structures of a temporary nature that are less than 100 Sq. Ft, however,

ARB approval is required to ensure compliance with ARB and C&R requirements. It is the responsibility of the homeowner to ensure setbacks are met.

J. Mailboxes

1. No novelty mailboxes are permitted.
2. Posts should be constructed of materials consistent with those of the ARB approved home or the TP fencing.
3. Mailbox should be positioned 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry (per USPS guidelines).
4. Front of mailbox should be placed 6" – 8" back from the curb (per USPS guidelines).

K. Fences

1. In order to maintain a uniform street front image, all fencing or cross-fencing should be constructed of 1" x 6", 4-board, wood creosote or pressure treated fencing, and 4"x 4" or better wood posting which should be painted black.
2. The yard area immediately behind the primary residence or surround pool areas, may be fenced with shadow box privacy fencing or other fencing approved by the ARB.
3. Any fencing more than 40 feet from any street, right of way or side yards where the boundary ten (10) or more feet from the street right of way is heavily wooded, may be fenced with traditional wire or cattle fencing having metal or wood posts.
4. No barbed wire may be utilized on any fencing except for a single strand at the top of the fencing, (Covenants & Restrictions 8.9.7 [Revised]).
5. Other fencing visible from the street require ARB approval.

L. Garages and Driveways

1. Attached garages that complement the design of the home are strongly encouraged.
2. Detached garages must match the overall design of the home and are subject to ARB approval.
3. All driveway connections to paved roadways shall be permanent type asphalt or concrete.
4. At the completion of construction, a permanent driveway tie in of concrete or asphalt will need to be installed from the road to a minimum just past the culvert pipe.
5. The property owner will be responsible for any damage to the paved roadway edge, including the shoulder, and/or the drainage culvert.

M. Pools

1. Above ground swimming pools are prohibited.
2. ARB approval is required for construction of in-ground pools and pool enclosures as they are a significant change in topography (no additional impact fee if pool enclosure is done at a later date).
3. The yard area immediately behind the primary residence or surround pool areas, may be fenced with shadow box privacy fencing or other fencing that meets the standards of Florida Statute Chapter 515, and is approved by the ARB.

N. Landscaping and Irrigation

1. Once CO is issued, grassing and seeding of the lot must occur by the next growing season.
2. Owners are responsible for maintaining and mowing grass.

O. Utilities/Service Areas

1. Outside antennas must be installed on rear of home as least visible from street as possible.
2. All garbage containers, AC compressors, water softeners, oil/gas tanks, etc. shall be located in an area not visible from any streets.
3. Applicants shall be responsible for all utility services from the point of utility company connections UNDERGROUND to the Applicant's home. All utilities shall be underground except temporary electrical service for homes under construction.
4. Underground utilities include electric, water, internet, television, phone and/or any other necessary utilities.

P. Well & Septic Systems

1. Each owner must install and maintain at their cost one or more septic tanks and associated drain fields and equipment for sanitary sewage service. No sewage shall be discharged onto the open ground or into any wetland, lake, pond, park, ravine, drainage ditch, canal or roadway. The location of all septic tanks and drain fields shall be subject to the review and approval of the Committee and any authority, division or agency of government as required by and in accordance with applicable code, state, ordinance, law or regulation, (Covenants & Restrictions 8.9.12).
2. Each owner upon commencement of construction must install and maintain at least one well and associated equipment for potable water and are subject to requirements of any authority, division or agency of government and in accordance with applicable code, state, ordinance, law or regulation, (Covenants & Restrictions, 8.9.13).

Q. ARB Criteria for Waivers

The ARB from time to time may find it necessary to waive the requirements of its Guidelines when certain criteria are met. A waiver or variance will apply only to a specific property or request and will not set a precedent for similar waivers or different applications or different properties. A waiver of the Guidelines can be granted by the ARB when a majority of the following criteria are met:

1. The size, shape, or configuration of a property causes unnecessary and undue hardship on the use of the property and the application of the ARB guideline(s);
2. The waiver will not cause a conflict with the compatibility of adjacent properties.
3. The waiver granted is the minimum adjustment that will make possible the reasonable and permitted use of the subject property.
4. The granting of the waiver will be in harmony with the general purpose and intent of the ARB Guidelines and will not be injurious or detrimental, create unsafe conditions, or increase the maintenance expenses within TP community.
5. The granting of the waiver will not likely result in setting a precedent for similar waivers; and,
6. All other avenues have been exhausted to meet the requirements set forth in the Guidelines. Waivers can only be granted to the Guidelines and cannot be granted to any covenant requirement set forth in the recorded Covenants. Waivers can only be granted by the ARB Board subject to the standard appeal process to TP Board.

VII. DESIGN APPROVAL PROCEESS

The Design Approval Process applies to all new construction and modifications to existing construction. New homes typically require two separate submissions as outlined below. Modifications to existing home sites are frequently reviewed and approved in a single meeting or by the Administrator in consultation with Board members.

A. Step One: Site Review/Land Clearing

The Owner (Applicant) must submit the application form, impact fee form, certificate of compliance form and site plan in PDF form to TupeloARB@gmail.com. Submission should include the following:

1. Application for Residential Construction or Improvements (Attachment I)
2. Impact Fee (Attachment VIII)
3. Certificate of Compliance (Attachment IV)
4. Property Management process and handling fee (if any)
5. Site Plan (PDF version) to include:
 - a. Property Lines
 - b. Easements
 - c. Area to be cleared (calculate acreage)
 - d. Placement of the driveway, culverts, fencing, septic tank, well and house pad
 - e. Setbacks (as detailed in the CC&R's) and a note as to the extent of any tree cutting in the setback.
 - f. Proposed Utilities and Connections
6. The ARB will review the application and design documents and return one (1) set of plans to the Applicant with the appropriate comments. Complete submissions must be received by the ARB Administrator the Friday prior to the regularly scheduled ARB meeting in order to be added to the agenda and will receive a response within thirty (30) calendar days following that meeting.
7. Once Site Review/Land Clearing application is approved by the ARB all work must be completed within (6) six-months from the date of approval.

B. Step Two: Architectural Review

The Applicant must submit the application form, impact fee form, certificate of compliance form Underground Utilities Acknowledgement form and PDF of the final construction plans, specifications, and color samples (see attachment) as per the Document Requirements contained in these Guidelines.

1. Application for Residential Construction or Improvements. (Attachment II)
2. Impact Fee (Attachment VIII)
3. Certificate of Compliance (Attachment IV)
4. Underground Utilities Acknowledgement; if applicable (Attachment VI)
5. Property Management process and handling fee (if any)
6. Current Site Plan with drainage, topography, wetlands delineation, tree survey, and landscape plans
7. Exterior Elevations (all sides)
8. Exterior Materials, Color Chip (samples), and/or Finishes for each of the following:

- a. Roofing Materials
 - b. Fascia and Trim construction
 - c. Window
 - d. Doors/Garage Doors
 - e. Patio/Decks/Docks
 - f. Fences and Walls
 - g. Screen Enclosures
 - h. Driveways: materials, finish, color chips
9. Mechanical Equipment: location and screening details

C. Compliance

Tupelo Plantation HOA takes its ARB Policies and Procedures seriously and expects Owners / Applicants to willingly comply with all the requirements outlined by the ARB. Failure to comply or deviation from the approved plans, including site work, materials, finishes, and other details, and/or impacts to TP common grounds and infrastructure may result in substantial delays as a result of a **Stop Work Order**. Alternately, and at the HOA's discretion, a fine may be levied in the amount **of \$500 for non-compliance**. If the HOA incurs fees to correct any problem caused by the Applicant, the Applicant shall be solely responsible for reimbursing the HOA those costs in addition to any fee.

VIII. DEVELOPED and EXISTING PROPERTY GUIDELINES

As TP matures, existing Owners are beginning to do routine maintenance and/or other permanent changes that may affect the general appearance of what was originally approved by the ARB.

A. Purpose

The purpose for requiring Architectural Review Application (Attachment I) is to provide a cohesive appearance where properties blend with each other while still allowing appropriate aesthetic expression. If in doubt as to whether an application is needed, please refer to the Tupelo Plantation ARB: tupeloarb@gmail.com

B. Exterior Repainting of Developed and Existing Homes

Repainting of any existing dwelling or property thereon with a color other than previously approved shall require the approval of the ARB. Color chips or samples coded to exterior elevations shall be submitted to the ARB for conditional color change approval along with an Architectural Review Application. (Refer to ARB VI.E.1. for Color Guidelines)

C. Exterior Changes of Developed and Existing Home/Additions/Mass Landscaping

Repair of any existing dwelling or property thereon with a material other than previously approved and installed shall require the approval of the ARB. Material samples shall be submitted for approval. Major landscaping changes require ARB approval. Major Exterior Changes/Additions/Mass Landscaping are to be completed within six (6) months of the approval. If unable to complete within timeframe, an extension must be filed within the initial (6) month approval period.

IX. IMPACT & FEES

Tupelo Plantation has a very delicate infrastructure. Impact fees will be collected to assist in the maintenance of roadways during and throughout land clearing, construction phases and update to existing property. Impact fees can be found in Attachment VIII.

X. BUILDER'S RULES AND REGULATIONS

As a prerequisite for ARB approval for residential construction at TP, the General Contractor is required to have a Residential Builders License, and both the General Contractor and Subcontractors must be registered with the State and must have a City Business License. During building, the following rules shall be adhered to:

- Builders are responsible for their Subcontractors.
- All participating builders are required to keep on record with the Management Company a 24-hour emergency phone number.
- Upon any violation by the subcontractor, the Builder will be notified and will be expected to correct the violation.
 - First Violation Written Builder Notification
 - Second Violation Will be denied access to property for 30 days
 - Third Violation Banned from Property
- No alcohol, firearms, illegal drugs, pets, or non-employed individuals including children are permitted within the boundaries of Tupelo Plantation.
- Construction Hours (per County Ordinance):
 - Monday through Friday 7:00 am to 6:00 pm
 - Saturdays 9:00 am to 4:00 pm
 - Sundays & Holidays..... Closed
- Street parking and/or parking of all vehicles on common property of the HOA, or the property adjoining other Property Owners is prohibited unless first expressly approved by the ARB as part of the Applicant's Mobilization Plan.
- No speeding – speed limit is 30 MPH and is enforced. Please warn your sub-contractors.
- In order to maintain the integrity of the road, a permanent culvert must be installed prior to the start of any land clearing, site and/or construction work (refer to VI.L.3 for driveway tie in).
- At the completion of construction, a permanent driveway tie in of concrete or asphalt will need to be installed from the road to at a minimum just past the culvert pipe.
- Builder's signs must be removed on the date of the Certificate of Occupancy.
- No open burning is permitted at any time without Division of Forestry permit.
- Jobsites and the surrounding areas are to be expected to be kept in a clean and orderly condition at all times. This includes the street, other lots, common areas, and the marshes that may have been affected by a project. No materials are to be stored or placed in swales or on any right-of-way areas. Debris shall be contained in dumpsters and all dumpsters are required to be emptied when debris becomes visible over the top on the container. Dumpsters are also required to be emptied prior to any tropical storm or hurricane.
- Upon notice of any forecasted wind event, all loose materials shall be secured with ropes, stakes, come-alongs, or other substantially secure methods. Dumpsters shall be covered with tarps and tied down.

- The use of TP amenities (docks, clubhouse, etc.) is reserved for the Members of the HOA, their dependents and guests. Builders are responsible for ensuring their employees and subcontractors respect this requirement.
- Infrastructure Damage Verification Procedure
 - Prior to any activity commencing on the building site, the Builder shall provide the ARB with photographic evidence of any and all pre-existing damage to TP infrastructure and surrounding properties. This will include roads, curb & gutter, sidewalks, drainage structures, vegetation, debris, landscaping, and property markers.
 - Any damage or debris not documented shall be repaired at the expense of the Owner. The repair work shall only be done by TP approved contractors and vendors.
 - The area to be inspected shall include 20-feet around the perimeter of the lot's property lines.
- Trucks carrying concrete across either Tupelo Plantation roads are limited to 10 cubic yard per truck, or 18 cubic yards per truck of other natural (non-concrete) substrate.

Attachment I: SITE REVIEW/LAND CLEARING

Architectural Review Board Application	CONSTRUCTION ADDRESS:
	Lot Number: _____

The ARB will review the application & design documents to the Applicant with the appropriate approval / disapproval and/or comments. Complete submissions must be received by the ARB Administrator the Friday prior to the regularly scheduled ARB meeting in order to be added to the agenda & will receive a response within thirty 30 calendar days following that meeting. Incomplete applications will not be considered. The ARB meets the 2nd Thursday of each month.

OWNER INFORMATION	BUILDER OF RECORD
Name: _____	Name: _____
Date Submitted: _____	Firm: _____
Address: _____	Address: _____
City, St, Zip: _____	City, St, Zip: _____
Home Phone: _____	Business Phone: _____
Cell Phone: _____	Cell Phone: _____
Email: _____	Email: _____
Est Start Date: _____	Florida Builders License #: _____

As a prerequisite for ARB approval for residential construction at TP, (except for Owner Builders) the General Contractor is required to have a Residential Builders License, and both the General Contractor and Subcontractors must be registered with the State.

STEP ONE: SITE REVIEW/LAND CLEARING
--

- ☐ Completed application form
- ☐ Impact fee made payable to: Tupelo Plantation HOA (Attachment VIII)
- ☐ PDF set of site plans depicting the following
 - Property Lines
 - Easements
 - Area to be cleared (Calculate Acreage: _____)
 - Placement of the driveway, culverts, fencing, septic tank, well and house pad (to scale)
 - Setbacks (Front: _____ Rear: _____ Left: _____ Right: _____)
 - Proposed Utilities and Connections
 - Copy of the stamped property survey
 - Proposed Fencing
 - Pond Size (Size: _____ Keeping dirt: ☐ Yes ☐ No)
- ☐ Tree protection / Runoff / Erosion Control
- ☐ Certificate of Compliance (Attachment IV)

Attachment II: ARCHITECTURAL REVIEW (page 1 of 2)

Architectural Review Board Application	CONSTRUCTION ADDRESS:
	Lot Number: _____

The ARB will review the application & design documents & return to the Applicant with the appropriate approval / disapproval and comments. Complete submissions must be received by the ARB Administrator the Friday prior to the regularly scheduled ARB meeting in order to be added to the agenda & will receive a response within thirty 30 calendar days following that meeting. Incomplete applications will not be considered. The ARB meets the 2nd Thursday of each month.

OWNER INFORMATION	BUILDER OF RECORD
Name: _____	Name: _____
Date Submitted: _____	Firm: _____
Address: _____	Address: _____
City, St, Zip: _____	City, St, Zip: _____
Home Phone: _____	Business Phone: _____
Cell Phone: _____	Cell Phone: _____
Email: _____	Email: _____
Est Start Date: _____	Florida Builders License #: _____

As a prerequisite for ARB approval for residential construction at TP, (except for Owner Builders) the General Contractor is required to have a Residential Builders License, and both the General Contractor and Subcontractors must be registered with the State.

STEP TWO: ARCHITECTURAL REVIEW

- ☐ Completed application form
- ☐ Impact fee made payable to: Tupelo Plantation HOA (Attachment VIII)
- ☐ PDF set of home plans depicting exterior elevations (on all sides)
Total SQ FT _____ A/C SQ FT _____ Garage SQ FT _____ Patio SQ FT _____
- ☐ Exterior Appearance: *Please attach color chips labeled for each part of house and outbuildings*
- ☐ PDF copy of stamped property survey depicting:
 - Property Lines
 - Easements
 - Placement of the driveway, culverts, fencing, septic tank, well and house pad (to scale)
 - Setbacks (Front: _____ Rear: _____ Left: _____ Right: _____)
 - Proposed Utilities and Connections
 - Proposed Fencing
- ☐ Certificate of Compliance (Attachment IV)
- ☐ Underground Utilities Acknowledgement (Attachment VI)

Attachment II: ARCHITECTURAL REVIEW (page 2 of 2)

	<i>Material</i>	<i>Color</i>
<i>Exterior Walls</i>		
<i>Roofing</i>		
<i>Fascia, Trim, Soffit</i>		
<i>Windows</i>		
<i>Entry Doors</i>		
<i>Garage Doors</i>		
<i>Accents (shutters, bands, molding, etc.)</i>		
<i>Columns / Railing</i>		
<i>Patio/ Decks/ Docks</i>		
<i>Fences and Walls</i>		
<i>Screen Enclosures</i>		
<i>Driveways</i>		
<i>Detached Barn, Garage, Accessory Building (size _____ x _____)</i>		

Attachment III: CHANGE TO DEVELOPED & EXISTING PROPERTY (page 1 of 2)

Architectural Review Board Application	CONSTRUCTION ADDRESS: _____
	Lot Number: _____

The ARB will review the application & design documents & return to the Applicant with the appropriate approval / disapproval and/or comments. Complete submissions must be received by the ARB Administrator the Friday prior to the regularly scheduled ARB meeting in order to be added to the agenda & will receive a response within thirty 30 calendar days following that meeting. Incomplete applications will not be considered. The ARB meets the 2nd Thursday of each month.

OWNER INFORMATION	BUILDER OF RECORD
Name: _____	Name: _____
Date Submitted: _____	Firm: _____
Address: _____	Address: _____
City, St, Zip: _____	City, St, Zip: _____
Home Phone: _____	Business Phone: _____
Cell Phone: _____	Cell Phone: _____
Email: _____	Email: _____
Est Start Date: _____	Florida Builders License #: _____

As a prerequisite for ARB approval for residential construction at TP, (except for Owner Builders) the General Contractor is required to have a Residential Builders License, and both the General Contractor and Subcontractors must be registered with the State.

CHANGED TO DEVELOPED & EXISTING PROPERTY (check all that apply)
--

- ☐ Barn / Detached Garage / Accessory Building / Addition Size _____ x _____
Setbacks (Front: _____ Rear: _____ Left: _____ Right: _____)
- ☐ Pool Addition - Size: _____
- ☐ Tree Removal
- ☐ Pond Addition - Size: _____ Keeping dirt: ☐ Yes ☐ No
- ☐ Fencing
- ☐ Roofing
- ☐ Refinish Driveway – refinish driveway to solid surface after new construction is completed
- ☐ Exterior Painting/Changes
No approval necessary if repainting home existing color. No impact fee for repainting an existing home.
- ☐ Major landscaping
No impact fee for landscaping. ARB approval required.
- ☐ Other change needed _____
- ☐ PDF copy of stamped property survey depicting changes being made
- ☐ Impact Fee if applicable (Attachment VIII)
- ☐ Certificate of Compliance required (Attachment IV)

Attachment III: CHANGE TO DEVELOPED & EXISTING PROPERTY (page 2 of 2)

Description of Change:

Exterior Painting / Changes

Change to	Color <i>Attach color chips labeled for each part of house and outbuildings.</i>
Exterior Walls	
Fascia, Trim, Soffit	
Entry Doors	
Garage Doors	
Accents (shutters, bands, molding, etc.)	
Other:	

Attachment IV: CERTIFICATE OF COMPLAINE

Architectural Review Board Application	CONSTRUCTION ADDRESS: _____
	Lot Number: _____

CERTIFICATE OF COMPLIANCE

The UNDERSIGNED does CERTIFY to Tupelo Plantation Architectural Review Board (ARB) that the Building Structure and Other Improvements located at _____ (LOT NUMBER AND STREET) in Tupelo Plantation will be constructed or altered in compliance with the recorded covenants running with the certain lands in Tupelo Plantation affecting such lot. (As amended to date.) Copies of which covenants, by-laws & ARB guidelines the Owner does hereby acknowledge receiving, read and understood. The UNDERSIGNED does further CERTIFY that the improvements will be constructed in accordance with the final plans and specifications heretofore filed with the ARB on _____, 20 . That the Owner will be responsible for any damage to the paved or non-paved roadway edge, including the shoulder and/or drainage culvert. That the Owner, Builder and/or Other Contractor executing this CERTIFICATE will conduct a FINAL INSPECTION of the improvements; to verify that the improvements meet the GUIDELINES, CRITERIA and REQUIREMENTS set forth by the ARB in its approval of the plans & specifications.

OWNER: _____
Signature

BUILDER: _____
Signature

Attachment V: NOTICE TO APPEAL

<i>Architectural Review Board Application</i>	CONSTRUCTION ADDRESS:
	Lot Number: _____

OWNER INFORMATION

Name: _____

Date Submitted: _____

Address: _____

City, St, Zip: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Action Being Appealed: _____

Date of Action: _____

Grounds for Appeal (check all that apply): The ARB committed one (1) or more of the following errors:

1. Failure to properly interpret and apply relevant provisions of the ARB Guidelines.

- ☐ a. List the Section Numbers and page numbers below:

2. Failure to conduct a fair hearing in that:

- ☐ a. The ARB exceeded its authority or jurisdiction as contained in the Guidelines.
- ☐ b. The ARB substantially ignored its previously established rules of procedure.
- ☐ c. The ARB made their findings with misleading materials or plans.
- ☐ d. The ARB failed to get all the relevant information offered by the applicant.

Use additional pages to elaborate on the checked aforementioned Grounds for Appeal.

Attachment VI: UNDERGROUND UTILITIES ACKNOWLEDGEMENT

<i>Architectural Review Board Application</i>	CONSTRUCTION ADDRESS:
	Lot Number: _____

OWNER INFORMATION	BUILDER OF RECORD
Name: _____	Name: _____
Date Submitted: _____	Firm: _____
Address: _____	Address: _____
City, St, Zip: _____	City, St, Zip: _____
Home Phone: _____	Business Phone: _____
Cell Phone: _____	Cell Phone: _____
Email: _____	Email: _____
Est Start Date: _____	Florida Builders License #: _____

As a prerequisite for ARB approval for residential construction at TP, (except for Owner Builders) the General Contractor is required to have a Residential Builders License, and both the General Contractor and Subcontractors must be registered with the State.

ARB Guidelines:**Section O. Utilities/Service Areas**

- Applicants shall be responsible for all utility services from the point of utility company connections UNDERGROUND to the Applicant's home. All utilities shall be underground except temporary electrical service for homes under construction.
- Underground utilities include electric, water, internet, television, phone and/or any other necessary utilities.

I acknowledge that ALL utilities are to be installed underground (across roads right of way, owner property etc....) It is applicant's responsibility to make sure all utility companies are aware, and any cost associated with underground installation is the responsibility of the Applicant/Owner.

OWNER: _____
Signature

BUILDER: _____
Signature

Filed with and accepted by Tupelo Plantation ARB this month and day _____ in the year of 20____.

ARB MEMBER: _____
Signature Date

Attachment VII: COMMITTEE USE ONLY

<i>Architectural Review Board Application</i>	CONSTRUCTION ADDRESS: _____
	Lot Number: _____

FOR COMMITTEE USE ONLY

Applicant Name: _____

Date Received: _____

Date Reviewed: _____

The Architectural Review Committee has reviewed the aforementioned application and rendered the following decision:

Approved ☐Not Approved ☐

ARB Member: _____

Approved Date: _____

Expiration Date: _____

Other: (Enter details of the approval or denial and include ARB and/or C&R requirements if applicable)

Conditions: (Enter any conditions that were discussed during the ARB approval process)

Impact Fee Status: _____ Impact Fee Amount: _____

Culvert Type if new construction: _____

If required, it is the responsibility of the owner to apply for necessary permits.

Written approval by the committee shall be deemed valid for a period of 1 year (for new home construction) and all construction should be completed within 18 months of approval (Covenants & Restrictions, Section 8.6.2). When an application is dormant for 12 months (Section 8.6.2), all prior approvals will become void, and the process must be restarted as if no prior activity had occurred. Time extensions for start of work due to extenuating circumstances may be considered by the ARB.

Note: IF THIS REQUEST IS APPROVED, IT DOES NOT OVERRULE ANY LOCAL, STATE, OR FEDERAL GUIDELINES OR PERMITS REQUIRED FOR THE DESIRED CONSTRUCTION. IT IS THE LOT OWNER'S RESPONSIBILITY TO OBTAIN AND COMPLY WITH SUCH. YOU ARE UNDER A LEGAL OBLIGATION TO COMPLY WITH ALL RECORDED COVENANTS AND RESTRICTIONS AFFECTING YOUR PROPERTY. THE ARCHITECTURAL COMMITTEE REVIEW OF YOUR PLANS WAS LIMITED TO THE ASSOCIATION'S ARCHITECTURAL REVIEW GUIDELINES. THIS LETTER DOES NOT CONSTITUTE A WAIVER OF THE ASSOCIATION'S OR OTHER PARTIES' RIGHT TO LEGALLY ENFORCE ALL PROVISIONS OF THE COVENANTS AND RESTRICTIONS WITH WHICH YOU MUST COMPLY.

Attachment VIII: Impact Fees

NOTE: In addition to any fines associated with the Tupelo Plantation Owners' Association Schedule A, there is a **\$750** fee applied to any work that is started prior to receiving approval from the Tupelo Plantation Architectural Review Board (ARB).

Name:	Lot #	Check all that Apply
Site Clearing		
Acres	Amount	
<4	\$700	☐
<7	\$1,400	☐
<=10	\$2,000	☐
>10	\$2,700	☐

Ponds		
Acres (in volume)	Amount	
Dirt stays on Property	\$200	☐
<= ¼	\$7,500	☐
<= ½	\$15,000	☐
<= ¾	\$22,500	☐
<= 1	\$30,000	☐

New Home Construction		
New Home Construction	Amount	
Flat Fee for Home only	\$1,500	☐

Barn/ Detached Garage/ Building / Additions		
Building Sq Ft	Amount	
<= 100	\$0	☐
< = 900	\$250	☐
> 900	\$500	☐

Pool		
Pool	Amount	
Flat Fee	\$500	☐

Refinish Driveway		
<i>Refinishing existing driveways to solid surface after new construction is completed.</i>		
Driveway	Amount	
Refinish Driveway	\$500	☐

TOTAL IMPACT FEE	\$
-------------------------	----

Check made payable to **Tupelo HOA** and mailed/dropped off to PMSI
Attn: Sheri Hutfles 463499 E State Rd 200, Yulee, FL 32097

Attachment IX: Request for Variance

Architectural Review Board Application	CONSTRUCTION ADDRESS:
	Lot Number: _____

The ARB will review the application & design documents & return to the Applicant with the appropriate approval / disapproval and comments. Complete submissions must be received by the ARB Administrator the Friday prior to the regularly scheduled ARB meeting in order to be added to the agenda & will receive a response within thirty 30 calendar days following that meeting. Incomplete applications will not be considered. The ARB meets the 2nd Thursday of each month.

OWNER INFORMATION	BUILDER OF RECORD
Name: _____	Name: _____
Date Submitted: _____	Firm: _____
Address: _____	Address: _____
City, St, Zip: _____	City, St, Zip: _____
Home Phone: _____	Business Phone: _____
Cell Phone: _____	Cell Phone: _____
Email: _____	Email: _____
Est Start Date: _____	Florida Builders License #: _____

As a prerequisite for ARB approval for residential construction at TP, (except for Owner Builders) the General Contractor is required to have a Residential Builders License, and both the General Contractor and Subcontractors must be registered with the State.

ARCHITECTURAL REVIEW

Variance request and justification for variance (attach additional paper if needed):

A waiver or variance will apply only to a specific property or request and will not set a precedent for similar waivers or different applications or different properties. A waiver of the ARB Guidelines can be granted by the ARB when the majority of the criteria in Section VI.Q are met. Waivers can only be granted to the ARB Guidelines and cannot be granted to any covenant requirement set forth in the recorded Covenants (ARB VI.Q.6).

Owner: _____ Date: _____
Signature

Attachment X: Request for Extension (page 1 of 2)

Architectural Review Board Application	CONSTRUCTION ADDRESS:
	Lot Number: _____

The ARB will review the application & design documents & return to the Applicant with the appropriate approval / disapproval and comments. Complete submissions must be received by the ARB Administrator the Friday prior to the regularly scheduled ARB meeting in order to be added to the agenda & will receive a response within thirty 30 calendar days following that meeting. Incomplete applications will not be considered. The ARB meets the 2nd Thursday of each month.

OWNER INFORMATION	BUILDER OF RECORD
Name: _____	Name: _____
Date Submitted: _____	Firm: _____
Address: _____	Address: _____
City, St, Zip: _____	City, St, Zip: _____
Home Phone: _____	Business Phone: _____
Cell Phone: _____	Cell Phone: _____
Email: _____	Email: _____
Est Completion Date: _____	Florida Builders License #: _____

As a prerequisite for ARB approval for residential construction at TP, (except for Owner Builders) the General Contractor is required to have a Residential Builders License, and both the General Contractor and Subcontractors must be registered with the State.

ARCHITECTURAL REVIEW

Written extension approval by the committee shall be deemed valid for a period of 1 year for new home construction and no more than 6 months for changes to developed or existing property as determined by the ARB.

New Construction

Exterior construction must be completed within 18 months from commencement (C&R 8.6.2 & 8.3.7 [Revised]). If not complete, it is the responsibility of the homeowner to request an extension within the initial 18-month approval period.

Changes to Developed and Existing Property

Changes are to be completed within six (6) months of the start. If unable to complete within timeframe, an extension must be filed within the initial six (6) month approval period.

Attachment X: Request for Extension (page 2 of 2)

Date of previous approval: _____

Type of Improvements: _____

Justification for extension:

Owner: _____
Signature

Date: _____

Quick Attachment Guide

The following is a quick guide of the attachments that are required by the ARB for the approval process. Unsure of what requires ARB approval? Send email to TupeloARB@gmail.com.

Request Type	Attachments Required
Land Clearing Note: Culvert must be ARB approved and installed before Land Clearing request can be approved.	Attachment I: Site Review Attachment IV: Certificate of Compliance Attachment VIII: Impact Fees Copy of the stamped property survey depicting change Must be completed within six (6) months of approval
New Home Construction Note: Culvert must be ARB approved and installed before New Home Construction can be approved.	Attachment I: Site Review (if land hasn't been cleared) Attachment II: Architectural Review Attachment IV: Certificate of Compliance Attachment VI: Underground Utilities Acknowledgement (if applicable) Attachment VIII: Impact Fees Copy of the stamped property survey depicting change Must be completed within one (1) year from the time construction commences or within eighteen (18) months from the date of approval
Change to Developed & Existing Property Some examples: Exterior Painting/Changes Pool Addition Pond Addition Fencing Tree Removal Major Landscaping Refinish Driveway after construction	Attachment III: Change to Developed & Existing Property Attachment IV: Certificate of Compliance Attachment VIII: Impact Fees (if applicable) Copy of the stamped property survey depicting change Must be completed within six (6) months of approval
Request for Extension	Attachment X: Request for Extension Attachment IV: Certificate of Compliance <u>New Home Construction</u> – Must be completed within one (1) year of approval <u>Change to developed or existing property</u> – Must be completed within no more than six (6) months as determined by ARB approval
Variance to ARB Guidelines	Attachment IX: Request for Variance