

*SANDESTIN OWNERS ASSOCIATION, INC.*  
**Architectural Review Application Form**

**Exterior Alteration/Modification Application**  
**Page 1 of 2**

PROJECT ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

Is this a modification to recently approved plans: Yes \_\_\_\_\_ No \_\_\_\_\_

**OWNER:**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Street City State Zip  
\_\_\_\_\_  
Telephone/Cell Email

**CONTRACTOR:**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Street City State Zip  
\_\_\_\_\_  
Telephone/Cell Email

REVIEW FEE: \$250 -- Review fee for modifications 1,001 sq ft and greater

OWNER COMPLIANCE \$1,000 -- minor modification—adding 1,000 sq. ft. and under  
DEPOSIT: \$2,500 -- major modification—adding in excess of 1,001 sq. ft.

BUILDER COMPLIANCE  
DEPOSIT: \$1,000 -- minor modification—adding 1,000 sq. ft. and under  
\$2,500 -- major modification—adding in excess of 1,001 sq. ft.

IMPACT FEE: \$\_\_\_\_\_ -- impact fee \$0.25/sq. ft. based on \_\_\_\_\_ sq. ft.

**TOTAL:** \$\_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_

**MAKE CHECKS PAYABLE TO SOA-ARB**

\_\_\_\_\_  
**NEIGHBORHOOD ASSOCIATION REPRESENTATIVE SIGNATURE** **DATE**

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APPROXIMATE START AND FINISH DATE: \_\_\_\_\_

Variance being requested: Yes \_\_\_\_\_ No: \_\_\_\_\_ (Variance Request Form needed, if applicable.)  
If yes, provide specifics below and identify on site plan:

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DESCRIPTION OF CHANGES DESIRED: Give full details of purpose and/or reason and location on the property:

If the alteration/modification involves a change in COLOR ONLY, please attach a color/paint sample along with the paint or stain type and number. Colors may also be required to be posted on site.

Please include the following items if applicable to your modification request: (Refer to the ARB Guidelines for specific requirements.)

- a) Site plan with modification noted (include setbacks and easements)
- b) Additional landscaping, fencing, etc.
- c) Materials list (including color) to be used
- d) Architectural plans to scale with changes noted
- e) Specifications
- f) Photos of existing structure
- g) A scaled comprehensive landscape plan is required for all landscape modifications and must indicate existing material, demolition, and new material, quantity, size, and placement.

**The following is required to be on file for the duration of every project:**

Contractor Certificate of Insurance with the SOA listed as a Certificate Holder, including:

- A. Proof of Liability Insurance
- B. Proof of Workers Compensation Insurance, or an Exemption certificate.

All contractors must sign an agreement provided by the SOA ARB that states they have read, understand, and will comply with the ARB Guidelines.



# Memo

To: All Homeowners, Real Estate Brokers, Architects, General Contractors  
From: Sandestin Owners Association Architectural Review Board  
Date: August 23, 2018  
Re: Construction Variances

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The Sandestin Owners Association Architectural Review Board (ARB) has seen an increase in submittals for modifications and new construction that are requiring or requesting variances to the building envelope. The ARB Guidelines are very specific about variance submittals, and the ARB has the authority to deny the request for a variance.

When these variances are requested after plans have been submitted for review, it sometimes creates a very contentious atmosphere between the ARB, the landowner, the neighborhood and the neighbors.

For clarity, a variance is required for any component of a project that is outside the designated set back or building envelope. This includes but is not limited to the structures foundation, mechanical equipment, generators, pool equipment, walls, hardscape driveways, walkways and golf cart paths. This does not include landscape (planting) materials.

All variance requests are considered by the ARB on a case by case basis and multiple variances are discouraged. If you, or your client, have any concerns about the need for a variance, or there are multiple elements that will require a variance, we encourage you to submit a conceptual plan for review prior to designing your final construction plans.

Thank you for your attention to these details. This Memorandum is subject to change upon decisions of the Board of Directors. Please be sure to contact the ARB prior to commencement of any modification or new construction project for the most current Guidelines and directives.