

SANDESTIN OWNERS ASSOCIATION, INC.
Architectural Review Application Form

New Construction Application
Page 1 of 3

LOT#: _____

DATE: _____

OWNER:

Name

Street

Telephone/Cell

Email

CONTRACTOR:

Name

Street

City State Zip Telephone/Cell

Email: _____ License#/State _____

ARCHITECT/
DESIGNER:

Name

Street

City State Zip Telephone/Cell

Email: _____ License#/State _____

LANDSCAPE
ARCHITECT:

Name

Street

City State Zip Telephone/Cell

Email: _____ License#/State _____

REVIEW FEE: (See page 9) \$ _____ CHECK # _____

OWNERS COMPLIANCE DEPOSIT: \$ 5,000 CHECK # _____

BUILDERS COMPLIANCE DEPOSIT: \$ 5,000 CHECK # _____

IMPACT FEE: (\$0.25/SQ. FT.) \$ _____ CHECK # _____

Make check payable to SOA-ARB

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Air-conditioned Space (1 st floor)		_____ sq.ft.
Air-conditioned Space (2 nd floor)		_____ sq.ft.
	Total Net Sq. Ft.	_____
Covered Porches/Entries/Etc.		_____ sq.ft.
Garage		_____ sq.ft.
Other: _____		_____ sq.ft.
	Total Gross Sq.Ft.	_____ sq.ft.

GENERAL INFORMATION:

Lot Dimensions: _____

Building Stories: _____ Bedrooms: _____ Baths: _____

Height from Slab to Top of Roof: _____

Crown of the Road Elevation (N.G.V.D.): _____

Finished 1st Floor Elevation (N.G.V.D.): _____

Height above Road: _____

Finished Garage Floor Elevation (N.G.V.D.): _____

Height above Road: _____

Variance being requested: Yes _____ No _____

If yes, provide specifics below, obtain Variance Request Form and identify on site plan:

Exterior Features	Color/Finish	Description
Driveway	_____	_____
Entry Walk	_____	_____
Siding	_____	_____
Trim	_____	_____
Shutters	_____	_____

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	Color/ Finish	Description
Windows	_____	_____
Window Trim	_____	_____
Entry Door	_____	_____
Patio Doors	_____	_____
French Doors	_____	_____
Garage Door	_____	_____
Other Doors	_____	_____
Roofing	_____	_____
Fascia	_____	_____
Soffit	_____	_____
Gutters	_____	_____
Chimney	_____	_____
Screening	_____	_____
Walls	_____	_____

The following is required for the duration of every project:

1. Contractor Certificate of Insurance with the SOA listed as a Certificate Holder showing proof of
 - A. Liability Insurance
 - B. Workers Compensation Insurance, or Exemption Certificate
2. All contractors must sign a Contractor Agreement provided by the SOA ARB that states they have read, understand and will comply with the ARB Guidelines.

If the homeowner is serving as contractor, the following is required:

1. Certificate of Insurance showing proof of Liability Insurance with the SOA listed as a Certificate Holder.
2. A signed Owner Agreement provided by the SOA ARB.
3. A copy of the signed Walton County Owner/Builder Disclosure Statement.

The preceding application is submitted for review by the Architectural Review Board.
Required design documents are attached.

SUBMITTED BY: _____

Company Name: _____

Owner/Agent Signature: _____ Date: _____

SOA ARB COLOR SPECIFICATIONS

LOCATION: _____

	MANUFACTURER	DESCRIPTION
BODY COLOR:		
TRIM COLOR:		
ROOF COLOR:		
FASCIA COLOR:		
SOFFIT COLOR:		
FRONT DOOR COLOR:		
GARAGE DOOR COLOR:		
SHUTTER COLOR:		
DRIVEWAY TILE COLOR:		
SPECIAL NOTES/ACCENT, CHIMNEY, ETC. COLORS:		

SANDESTIN OWNERS ASSOCIATION, INC.

New Construction Checklist

PROPERTY ADDRESS: _____ OWNER NAME: _____

CONTRACTOR
CONTACT: _____

(Name)

(Phone)

REQUIRED ITEMS:		Required with Preliminary	Required with Final
1.	<u>SITE PLAN 1"=10' - MUST BE SEALED APPROPRIATE LICENSED ARCHITECT, INCLUDING ANY REVISIONS</u>	YES	YES
A	HARDSCAPE (DRIVES, WALKS, & STREETS) Materials & Colors required only with FINAL	YES	YES
B	GRADING DRAINAGE PLAN W/ 6" CONTOURS (existing dashed line and proposed solid line)	YES	YES
C	ROADWAYS, SIDEWALKS AND GOLF CART PATHS	YES	YES
D	CULVERT(S) (LOCATION, SIZE, AND FLOW DIRECTION)	YES	YES
E	POOL EQUIPMENT, HVAC, ETC. (within the building setback)	YES	YES
F	SETBACKS FROM PROPERTY LINES, EASEMENT LINES & NORTH ARROW	YES	YES
G	VARIANCE DIMENSIONS FROM PROPERTY LINES, IF APPLICABLE	YES	YES
H	TREE SURVEY (showing all 6" pines and all 3" hardwoods or larger with species identified)	YES	YES
I	SPECIAL FEATURES (ditches, dunes, lakes, easements, golf course fairways)	YES	YES
J	LOCATION OF CONTRACTOR'S SIGN, DUMPSTER AND PORTABLE OUTDOOR TOILET	YES	YES
K	LOCATION OF ADJACENT PROPERTY SETBACKS AND OUTLINE OF HOUSE IF CONSTRUCTED WITH FINISHED FLOOR ELEVATIONS	YES	YES
L	CROWN OF ROAD AND CURB ELEVATIONS (in 3 places: the left, middle and right of the lot)	YES	YES
M	TREE CANOPIES SHOWN AT TRUE SIZE WITH LIGHT WEIGHT LINE	YES	YES
N	EXISTING TREES TO BE REMOVED OVERLAID WITH AN "X"	YES	YES
O	EXISTING TREES IN THE Right of Way	YES	YES

REQUIRED ITEMS:			Required with Preliminary	Required with Final
	P	SIGNIFICANT STANDS (more than 50sq.ft.) OF PALMETTO OR OTHER NATIVE SHRUBS	YES	YES
	Q	PROPOSED HOUSE, GARAGE, POOL, SPA, ETC. WITH FINISHED FLOOR ELEVATIONS OF EACH	YES	YES
	R	PROPOSED FENCES, SCREENS, FREESTANDING ARCHITECTURAL DETAILS AND EXTERIOR WALLS	YES	YES
	S	PROPOSED WINDOWS AND DOORS	YES	YES
	T	PROPOSED LIMITS OF CLEARING LINE (bold dashed line)	YES	YES
	U	DRAINAGE ARROWS	YES	YES
	V	SPOT GRADES ON ALL FOUR CORNERS, DRIVEWAY, WALKS, POOLS, DRAINS, PATIOS, PORCHES, WALLS, AND STEPS	YES	YES
	W	PERCENT SLOPE (to nearest 1/10 th of a percent) CLEARLY MARKED THROUGHOUT THE SITE	YES	YES
	X	TOP AND INVERT ELEVATIONS OF ANY DRAINAGE STRUCTURES WITH PERCENT SLOPE OF PIPES	YES	YES
	Y	MISCELLANEOUS – SCALE, NORTH ARROW, DATE, STREET NAME (S), ADDRESS OF LOT, AND NAME, ADDRESS, TELEPHONE NO., AND SEAL OF FL LANDSCAPE ARCHITECT OR FL LICENSED ARCHITECT	YES	YES
2.		FLOOR PLAN (SQUARE FOOTAGE AND FINISHED FLOOR ELEVATIONS) <i>SIGNED BY ARCHITECT OR DESIGNER</i>	YES foundation plan overlay	YES
3.		ROOF PLAN (ROOFING MATERIAL AND COLOR) <i>SIGNED BY ARCHITECT OR DESIGNER</i>	YES	YES
4.		FOUNDATION PLAN <i>SIGNED BY ARCHITECT OR DESIGNER</i>	YES	YES
5.		ELEVATIONS: FOUR (4) SIDES-INCLUDING HIDDEN VIEWS (e.g. pool enclosure, screened areas, behind shutters, etc.) <i>SIGNED BY ARCHITECT OR DESIGNER</i>	YES	YES
	A	EXISTING AND FINISHED GRADE	YES	YES
	B	TOTAL HEIGHT DIMENSIONS	YES	YES
	C	EXTERIOR TREATMENT (Windows, Doors, Walls, Fences, Banding, Etc.)	YES	YES

REQUIRED ITEMS:		Required with Preliminary	Required with Final	
	D	HVAC, VENTS, POOL EQUIPMENT, ETC.	YES	YES
6.		TYPICAL WALL AND BUILDING SECTIONS <i>SIGNED BY ARCHITECT OR DESIGNER</i>	YES	YES
	A	MATERIALS	YES	YES
	B	ROOF PITCH	YES	YES
	C	FENCES, SCREENS, EXTERIOR WALLS	YES	YES
7.		DETAILS	YES	YES
	A	DESIGN FEATURES AND OTHER IMPROVEMENTS REQUIRING CLARIFICATIONS	YES	YES
	B	FASCIA / TRIM DETAILS (MATERIALS & COLOR)	YES	YES
	C	DOORS AND WINDOWS (MATERIALS & COLOR)	YES	YES
	D	CHIMNEY DETAIL AND ALL ROOF PENETRATIONS	YES	YES
	E	GARAGE DOOR (MATERIALS & COLOR)	YES	YES
8.		PATIOS, DECKS, BALCONIES, VERANDAS, PORCHES, ETC. (MATERIALS, COLOR, AND DETAILS)	YES	YES
9.		EXTERIOR PAINT SCHEME		YES
10.		LANDSCAPE PLAN (scale 1"=10') <i>MUST BE SEALED BY LANDSCAPE ARCHITECT, INCLUDING ANY REVISIONS</i>		NO But must be submitted & approved prior to installation
	A	BOUNDARY: PROPERTY LINES, SETBACKS, EASEMENTS AND NORTH ARROW		YES
	B	STRUCTURES: POSITION ALL STRUCTURES, INDICATE WINDOWS, DOORS, ETC.		YES
	C	PERIMETER AREAS: ADJACENT STRUCTURES AND CONDITIONS (roads, lakes, golf course, etc.)		YES
	D	HARDSCAPE: VEHICULAR AND PEDESTRIAN CIRCULATION TREATMENTS, SWIMMING POOLS, GARDEN FEATURES AND PERMANENT SITE FEATURES. (Materials & Colors)		YES
	E	UTILITIES: HVAC, METERS, LP GAS TANKS, POOL EQUIPMENT, ETC.		YES
	F	DECORATIVE GRADING: EXISTING GRADES & PROPOSED BERMING AT 6" INTERVALS		YES

REQUIRED ITEMS:			Required with Preliminary	Required with Final
	G	EXISTING VEGETATION: 6" DIAMETER PINES OR GREATER 3" DIAMETER HARDWOOD TREES OR GREATER		YES
	H	PROPOSED VEGETATION: TREES, PALMS, SHRUBS, GROUND COVERS, VINES, SOD, ETC., INDICATE QUANTITIES AND SIZES.		YES
	I	STREET TREES: TYPE, QUANTITY, SIZE, AND LOCATION		YES
	J	PLANT LIST: TYPE, HEIGHT, SPREAD, CALIPER, AND SIZE (GALLON).		YES
	K	SOURCE OF IRRIGATION (WELL, LAKE, OR SOA)		YES
11.		IRRIGATION NOTE REQUIRED ON ALL LANDSCAPE PLANS: AN AUTOMATIC, UNDERGROUND IRRIGATION SYSTEM WILL BE INSTALLED THAT HAS 100% COVERAGE, 55% MINIMUM OVERLAP, AND MATCHED PRECIPITATION RATES ACROSS ZONES.		NO PLAN REQUIRED
12.		APPLICATION FEE, OWNERS COMPLIANCE DEPOSIT, BUILDERS COMPLIANCE DEPOSIT, IMPACT FEE	YES	
13.		COPY OF DEED - TO SHOW OWNERSHIP OF PROPOSED SITE	YES	
14.		PROOF OF CAPITAL CONTRIBUTION PAID	YES	
DATE OF SUBMISSION:				
DATE OF COMPLETE SUBMISSION:			APPLICANT SIGNATURE	

AGREEMENT OF OWNER

I am an owner of property located at the following address within the Sandestin property:

_____.

I have received, reviewed, and agree to abide by the Architectural Design Guidelines of the Sandestin Owners Association, Inc. (the "Guidelines").

I acknowledge that if I or my contractor, subcontractor or any of my employees or agents violate any provision of the Guidelines, I may be subject to fines and penalties, including but not limited to, monetary fines and an order to Stop Work. I also acknowledge that my contractors, subcontractor and/or any of my employees or agents could be denied access to the Sandestin property for violations of the Guidelines.

BY: _____
OWNER SIGNATURE

PRINT NAME

DATE: _____

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20_____.

NOTARY PUBLIC

(Stamp/Seal)

AGREEMENT OF CONTRACTOR

I am a contractor or subcontractor doing business in Walton County, Florida. I have been employed to perform work at the following address within the Sandestin property: _____.

I have received, reviewed, and agree to abide by the Architectural Design Guidelines of the Sandestin Owners Association, Inc. (the "Guidelines").

I acknowledge that if I or any of my employees or agents violates any provision of the Guidelines, I and/or my company may be subject to fines and penalties, including but not limited to, monetary fines, an order to Stop Work, and denial of access to the Sandestin property.

BY: _____
CONTRACTOR SIGNATURE

PRINT NAME

DATE: _____

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20____.

NOTARY PUBLIC

(Stamp/Seal)



Memo

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

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.