

# Architectural Review Board

## **McGarvey Residential Communities**

**1102 A1A North, Suite 102  
Ponte Vedra Beach, Florida 32082**

### **NEW HOME CONSTRUCTION FEES AND DEPOSITS**

Review Fee - \$2,000.00

- Includes 3 reviews – Additional reviews are \$250.00 each

Deposit \$5,000.00 Refundable subject to Construction Deposit Agreement

- Deposit check required from Builder's Company Account \$2,500.00
  - Deposit check required from Owner \$2,500.00

**Make Checks Payable to Ocean Ridge HOA - ARB**

Effective Date: November 1, 2016

## ARCHITECTURAL REVIEW BOARD APPLICATION

TO: OCEAN RIDGE ARCHITECTURAL REVIEW BOARD  
McGarvey Residential Communities  
1102 North A1A, Ste. 102  
Ponte Vedra Beach, Florida 32082  
(904)247-9160

Lot Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Property/Location Address: \_\_\_\_\_  
Describe Proposed Project/Change/Request: \_\_\_\_\_  
\_\_\_\_\_

### SUBMITTED BY:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Cell: \_\_\_\_\_

Owner's Name's: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Building Architect's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Landscape Architect's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Building Contractor's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Enclosed Living Area Square Footage \_\_\_\_\_ Garage (Number of Cars) \_\_\_\_\_  
Porch Area Square Footage \_\_\_\_\_ Roof Pitch – Main Structure \_\_\_\_\_  
Elevations: Highest Elevation on the Lot \_\_\_\_\_ Crown of the Road \_\_\_\_\_  
Finished Floor Elevation \_\_\_\_\_ Highest Peak of Roof: \_\_\_\_\_

Sidewalk Required: ☐ Yes ☐ No

## OCEAN RIDGE ARB APPLICATION REVIEW PROCESS

✓ Check if Attached

### STEP 1 – NEW CONSTRUCTION – PRELIMINARY DESIGN SUBMITTAL – 2 Sets

*This step is for review of general design concept for the house*

**Submissions shall include:**

			COPY OF CONTRACTOR'S LICENSE, GL, AND WC INSURANCE
	A		<b>Boundary, Tree and Topographic Survey – 1" = 10'0" scale</b>
		1	Prepared by state licensed surveyor
		2	Include all specimen hardwood trees 4" or greater in diameter, all pines 8" or greater
		3	Include all topographic contours at minimum one (1) foot intervals
	B		<b>Site Plan 1"=10'-0" scale</b>
		1	Building Footprint Location (Slab, Retention Walls, Porches, Stairs)
		2	Location of Lot Easements/Set Back Lines/Construction Buffers
		3	Sidewalks, fences, pool, decks, walkways, driveways, patios, utility yards, equipment locations and their screens, and accessory structures
		4	Note all trees to remain and to be removed including those inside the building footprint
		5	Indicate location of building footprints for adjacent houses
	C		<b>Floor Plans Min. Scale 1/8" = 1'0"</b>
			Include square footage breakdown for each floor
	D		<b>Exterior Elevations 1"=10'0" scale</b>
		1	Include all four (4) elevations
		2	Note all exterior materials
	E		<b>Design Review Application Form/Fee</b> Completed and submitted along with <b>APPLICATION FEE</b> payable to Ocean Ridge HOA - ARB

### STEP 2 – CONSTRUCTION DOCUMENTS AND LANDSCAPE FINAL PLAN REVIEW SUBMITTAL – 2 Sets

*This step is to confirm that the design is substantially similar to the design approved in Step 1 and to see details and Final Site Plan*

**A CONSTRUCTION APPLICATION, DEPOSIT AND COMPLIANCE AGREEMENT form shall be completed, signed by Owner and Contractor and shall include the Construction Deposit**

	A		<b>Site Plan 1"=10'0" scale</b>
		1	Include all items listed under STEP 1, Site Plan Submittal
		2	Existing and proposed changes to topography to accommodate on-site Drainage requirements

	B		<b>Final Construction Documents</b>
		1	Foundations Plan (verify matches exterior elevations, block and slab heights)
		2	Floor Plans with space calculations
		3	Exterior Elevations of all side
		4	Wall Sections, Details and/or Scenery Loft/Tower
		5	Pool/Spa/Deck/Fences/Garden Walls/Other Structures – if applicable
		6	Electrical Plan – Provide Exterior Light Fixture Cut Sheets Confirm light location at alley garage
		7	Copy of building permit to ARB Coordinator at McGarvey Residential Communities
	C		<b>Exterior Material, Color Specifications &amp; Color Samples for all materials</b>
	D		<b>Final Landscape Plan</b> - Refer to Landscaping Section of Design Guidelines for additional requirements
		1	Include existing trees and natural vegetation to be preserved
		2	Plant Materials List/Key with Name/Quantity/Size/Etc
		3	Irrigation Plan
		4	Exterior Lighting Plan – SUBMIT CUT SHEETS
		5	Site Drainage Plan
		6	Location of building/tree protection and silt fence
<b>STEP 3 – SITE STAKEOUT/PRE-SITE CLEARING &amp; PRECONSTRUCTION MEETING</b>			
		1	Final building footprint stakeout must be approved on-site by ARB prior to commencement of site clearing and construction
		2	Site stakeout review will require that the contractor has staked out the building envelope on site
		3	Contractor shall also have marked all trees to remain and installed all tree protection barriers and silt fences as noted in the Design Guidelines
<b>STEP 4 – FOUNDATION SURVEY REVIEW – 2 Copies Required</b>			
		1	No lots may be cleared without a Building Permit issued by St. Augustine Beach Building and Permit Department
		2	Final Plans must be approved by the ARB before a Building Permit will be issued (5 Sets Required for stamping at McGarvey Residential Communities) 2 retained by McGarvey
		3	Final building foundation must be approved before proceeding with construction, <u>on-site</u> by ARB at completion of building slab installation. ARB will verify compliance with approved drawings.
<b>STEP 5 - FRAMING INSPECTION</b>			
			Final building wall and roof framing must be approved on site by ARB at completion of building framing. ARB will verify compliance with approved drawings.
<b>STEP 6 – COLOR APPROVALS</b>			
			All building colors must be approved on-site by ARB prior to installation of final colors and materials
<b>STEP 7 – FINAL SITE REVIEW AND LANDSCAPING</b>			
		1	Final Survey Required to be submitted to ARB – 2 Copies

	2	Certificate of Occupancy to be submitted to ARB
	3	After completion of final inspection by the ARB and if no deficiencies are found then the approval of house and landscaping must be obtained from ARB prior to occupancy by the Owner. ARB will recommend refund approval
	4	The Homeowners Association will release the compliance deposit minus any deductions for subdivision damage or non-compliance
	5	ARB will provide a final inspection letter upon confirmation that the Owner complied with the approved plans and the design code

**Check if Attached EXTERIOR MATERIAL & COLOR SPECIFICATIONS**

2 sets of each	SUBMIT COLOR CATALOG SHEETS 7 SAMPLES OF ELEMENTS
	Type of Material/Color/Finish/Manufacturer/Product Name
Chimney & Cap	
Roof Material(s)	
Eaves, Soffits	
Roof Penetrations	
Gutter/Downspouts	
Exterior Wall Siding and Finish	
Trim for Windows, Doors, Dormers, Cupolas	
Fascia/Cornice	
Bandboard	
Front Door	
Shutters	
Window Schedule	
Stained/Art Glass	
Sky Lights	
Garage Doors	
Driveway	
Front Walkway	
Fences/Gates	
Irrigation	
Porch/Balcony Railing	
Porch Columns	
Porch Flooring/Ceiling	
Porch Piers	
Porch Steps/Stairs	
Pool/Spa/Deck	
Pool/Screen Enclosure	
Equipment Enclosure	
Garbage Enclosure	
Vehicular Paving	
Pedestrian Paving, Sidewalks	
Lattice/Louvers	
Awning/Trellis	

Paint-	<i>Submit Paint Chip Samples for exterior elements with manufacturer's name, color name, and number for all exterior elements. A 4' x 4' actual paint palette must be displayed on the front elevation prior to final approval for a repaint or painting a new structure.</i>
Exterior Lighting	Cut Sheets that indicate color and dimension
Other Exterior Items:	Storage Shed/Work Shop/Gazebo/Solar Panels
Special Considerations	Bird Houses, Weather Vanes, Fountains, Trellis, Arbors, Outdoor: Grills, Fireplaces, Summer Kitchens, Utility Services TV/Radio: Masts, Towers, Poles, Antennas, Aerials, Satellite Dishes Outdoor Laundry Drying Racks/Clotheslines Mailboxes, Play Structures, Basketball Goals

### **APPROVAL OF DESIGNERS, ARCHITECTS & BUILDERS – NO FEE REQUIRED**

All Designers, Architects, Builders, must be approved by the ARB to work in Ocean Ridge prior to submitting any designs for review or commencement of any work (Section \_\_\_ of the Declaration)

### **ARCHITECTS/DESIGNERS: NO FEE REQUIRED - Submit 2 Sets**

Approval will be based on the designer's ability to:

- \_\_\_\_\_ Produce each type of drawing required by ARB review
- \_\_\_\_\_ Provide precise details that clearly identify all elements of the construction project
- \_\_\_\_\_ Demonstrate understanding of the Design Guidelines
- \_\_\_\_\_ Willingness to adhere to code requirements

### **Qualification Submittals Required:**

- \_\_\_\_\_ Resume
- \_\_\_\_\_ Designs that demonstrate the designer's ability to create quality architecture
- \_\_\_\_\_ Construction drawings that demonstrate designer's ability to detail the house
- \_\_\_\_\_ References
- \_\_\_\_\_ Other material the designer feels will demonstrate their ability
- \_\_\_\_\_ Photographs of completed projects

Submissions will be reviewed at regularly scheduled meetings (3<sup>rd</sup> Wednesday of the Month) and ARB will respond in writing to inform the designer of the approval decision.

Note that approval can be withdrawn for failure to perform with the Design Guidelines or lack of cooperation with the ARB's requests.

**NEW BUILDERS: NO FEE REQUIRED - Submit 2 Sets**

\_\_\_\_\_ Ability to construct quality homes in accordance with the approved plans, Specifications and Design Guidelines parameters.

**Qualification Submittals Required:**

- \_\_\_\_\_ Resume
- \_\_\_\_\_ Copy of Contractor's License
- \_\_\_\_\_ Proof of Insurance – General Liability and Workers Compensation
- \_\_\_\_\_ Photographs of built work (minimum of five different projects)
- \_\_\_\_\_ References from Clients
- \_\_\_\_\_ References from architects or designers (specifically this should address the contractor's willingness and ability to adhere to the plans)
- \_\_\_\_\_ Other material the designer feels will demonstrate their ability

Submissions will be reviewed at regularly scheduled meetings (3<sup>rd</sup> Wednesday of the Month) and ARB will respond in writing to inform the builder of the approval decision.

Note that approval can be withdrawn for failure to perform with the Design Guidelines or lack of cooperation with the ARB's request, for not adhering to the approved plans & specifications and failure to comply with the other rules and regulations as outlined in the Declaration or HOA rules and regulations.

NOTICE OF PROJECT COMPLETION – FINAL INSPECTION REQUEST

OCEAN RIDGE  
ARCHITECTURAL REVIEW BOARD (ARB)

I, \_\_\_\_\_, certify to the Ocean Ridge Architectural Review Board, that the house or other improvement(s) located on Lot \_\_\_\_\_ Property Address: \_\_\_\_\_ was constructed in accordance and in compliance with the plans and specifications submitted to and approved by the Ocean Ridge Architectural Review Board on \_\_\_\_\_.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name) \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name) \_\_\_\_\_ Phone Number: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

ITEMS TO COMPLETE PRIOR TO REQUEST FOR FINAL INSPECTION

- The Architectural Review Board (ARB) is requested to schedule a final inspection for the above referenced home site.
- All exterior finishes and site improvements as submitted and approved by the ARB have been completed.
- All construction materials, debris and related items have been restored or removed as required.
- Any adjacent property or road right-of-way areas have been cleaned and restored.
- Attached are the certified, sealed Final Survey (if the footprint of the structure changed) and a copy of the Certificate of Occupancy or permit.

NOTES OR COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
I, \_\_\_\_\_, authorize the deposit refund check to be issued to \_\_\_\_\_

The Construction Deposit will not be returned to the owner/contractor until this certificate has been returned to McGarvey Residential Communities, 1102 North A1A, Ste. 102, Ponte Vedra Beach, FL 32082, accompanied by a copy of the Certificate of Occupancy and sealed Final Survey or Documents(s) noted above in order to schedule a final inspection. All deficiencies must be resolved, approved by the ARB, the BOD and a final letter of completion issued by the ARB accompanied by a Satisfaction and Release (for new homes).

ARB Inspection by: \_\_\_\_\_ Complete Approval: \_\_\_\_\_  
Date: \_\_\_\_\_ Approval Held Until: \_\_\_\_\_  
Deficiencies Resolved: \_\_\_\_\_

**CONSTRUCTION APPLICATION, DEPOSIT, AND AGREEMENT**  
**Ocean Ridge Architectural Review Board: (904) 247-9160**

**CONTRACTOR INFORMATION:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_  
FL Contractor License# \_\_\_\_\_

**CONSTRUCTION LOCATION:**

Address: \_\_\_\_\_  
Owner: \_\_\_\_\_

**TYPE OF CONSTRUCTION:**

\_\_\_\_\_ New Construction  
\_\_\_\_\_ Improvement (description) \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ Re-staining (colors) \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ Re-roofing (weight, color, Manufacturer) \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
Deposit Amount \_\_\_\_\_  
Check Date & number \_\_\_\_\_

\* \$2,000 of the deposit will be non-refundable for general subdivision damage.

I, \_\_\_\_\_, as property owner, and I, \_\_\_\_\_, as contractor for the above described construction project, acknowledge and agree that the above described deposit is being held by the Ocean Ridge Neighborhood Association or its predecessor in order to insure that the improvements will be constructed in accordance with plans and drawings which have been approved by the Architectural Review Board.

We further acknowledge and agree that:

- 1) We have read and understand the Covenants and Restrictions applicable to the property and all Design Code Guidelines as Amended and will follow and obey the said Covenants, Restrictions and Guidelines. Furthermore, we understand that the Design Code, as amended, implies a greater or lesser amount of subjectivity on the part of the ARB, and agree to abide by any and all subjective decisions of the ARB.
- 2) We are responsible for completing the project per the plans and drawings approved by the Board.
- 3) We will maintain a clean construction site at all times and install a permit box, commercial dumpster and job toilet in conformance with ARB guidelines.
- 4) We understand and agree that no electrical leads will be permitted to cross the street. We may build a T.U.G. (temporary underground wall) or mount the meter to a temporary pole on the property.
- 5) Only the ARB approved builder/contractor sign may be displayed on property and no other.
- 6) We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us.

- 7) We understand that when working in Ocean Ridge, all workers and vehicles are subject to be searched to help prevent theft of materials and equipment.
- 8) I understand that the refundable portion of the deposit may be returned in whole or in part after Final Inspection and approval of all items.

9) We understand that compliance with all building codes, city and governmental ordinances, and regulations are the responsibility of the Owner/Contractor. Therefore, we hereby hold harmless and indemnify the Ocean Ridge Neighborhood Association and the ARB and their members individually from any and all matters concerning the construction and fitness of our house, including but not limited to drainage, code violations, plat violations, setback violations and easements.

- 10) We acknowledge that any funds paid out by the Ocean Ridge Neighborhood Association or its predecessor including but not limited to those needed for the correction of changes not approved by the Board, or the cost of work necessary to improve the appearance of sites, or the cost to repair any damage to the roads rights-of-way, road shoulders, utilities, etc. will be deducted from the deposit.

This application, deposit and agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_ and \_\_\_\_\_  
(Property Owners' Signature) (Contractor's Signature)  
Application approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. By: \_\_\_\_\_  
(Architectural Review Board)