



EXTERIOR ALTERATIONS TO EXISTING STRUCTURES AGREEMENT AND APPLICATION FOR ARCHITECTURAL REVIEW

A formal ARB application is required by owner/owner's agent who proposes to enlarge, alter, remove, covert, make major repairs to any home or structure or install a pool.

Exceptions Include:

1. Interior finish work (eg. Cabinets, countertops, floor coverings, painting and similar finish work).
2. Swings and other playground equipment.
3. Decks not exceeding 200 square feet in area not more than 30 inches above grade at any point and are not attached to the dwelling.
4. Prefabricated swimming pools that are less than 24 inches deep.

Each formal application for any pool and remodeling/construction projects 201 square feet or larger must be accompanied by a \$1,000.00 check (the amount includes a \$100.00 non-refundable Application Fee, and a \$900.00 refundable Compliance Deposit). Projects less than 450 square feet require a \$500.00 check which consists of \$50.00 non-refundable Application Fee, \$450.00 refundable Compliance Application fee. Upon completion of construction and in full compliance with original approved plans, all refundable deposits may be returned.

I Application Requirements

- A. Completion ARB Application with appropriate fees
- B. Two copies house & site plans. Site plans must include setbacks, provide first floor above finished grade elevation, septic tank & fields, driveway and trees that will remain clearly marked
- C. Story Board with samples

II Submission Process

- A. Submit Application Requirements two weeks prior to scheduled ARB Meeting
- B. On Site clearly mark footprint, driveway, septic tank & fields, and trees to remain.
- C. Request ARB Clearing Inspection

III Inspections

- A. ARB inspection of marked site, if approved, clearing permit presented to Builder/Owner
- B. ARB Cleared Site Inspection
 1. Letter to County presented to Builder/Owner
- C. ARB Batter Board Inspection (after County Permit received and prior to any concrete being poured)
 1. Belvedere Island Building Permit presented to Builder/Owner
 2. Dumpster & Porta Toilet to be onsite
 3. Both permits are to be posted and visible from the street

Owner Initials _____ Date _____ Builder Initials _____ Date _____

AGREEMENT AND APPLICATION

The improvement(s) may be marked on existing plot plan in the POA office. **(Belvedere Island A.R.B. Belvedere Island Plantation 1010 Clubhouse Loop NE Townsend, GA 31331)**

(Please type or print)

Owner's Name: _____

Address: _____

Lot # _____ Telephone (Home/Cell) _____

Architect/Designer: _____ Telephone(Office/Cell) _____

Builder: _____ Telephone: _____

Address: _____

Existing Grade: _____ Finished Grade: _____ First Finished Floor: _____

Second Finished Floor: _____ Roof Height (Peak): _____ (Does not include chimney)

Square Footage: Heated: _____ Covered Porch: _____ Outbuildings: _____ Total _____

Checklist – 2 sets of drawings and 1 material board:

_____ Site Plan (If there is a site plan on file the approximate location of addition may be marked on it.)

_____ Landscaping Plan (Foundations, blank walls and utilities need to be screened from view of neighbors and street. (Plan is required to show location, gallon size and type of plants)

_____ Floor Plans

_____ Exterior Elevations

_____ Material Samples (These are required to be actual materials & colors to be placed on home).

Are these plans exact or modified plans of a structure previously constructed in Belvedere?

Yes: ___ No: ___ If yes, Location: _____

Exterior Materials (describe with color and brand name)

Foundation _____ Siding _____

Roofing _____ Trim _____

Shutters _____ Front Door _____

Windows _____ HVAC Enclosure _____

Driveway _____ Chimney _____

Porches/Decking/Steps/Exterior Ceilings _____

Owner Initials _____ Date _____ Builder Initials _____ Date _____

Monies paid by a party other than the owner are considered as paid by the owner. Refund checks for these monies will be made payable to the owner only.

The A.R.B. will communicate with the applicant in writing relative to all submissions. Please allow up to two weeks for such a response. Formal compliance inspections during the building process are noted in the New Construction Process. The A.R.B. will advise the applicant if it identifies other compliance problems during construction and will respond to the applicant in writing within two weeks after an applicant requests a final compliance approval.

No approval of plans and no publication of A.R.B. Standards/Requirement and policies shall ever be construed as representing that such plans, if followed, will result in a properly designed structure. Approval from this Board does in no way represent or ensure compliance of local building codes

I, the undersigned, do understand and accept the terms and procedures set forth in the Declaration of Covenants, the published Design Standards/Requirements, any supplemental guidelines, which should be attached, published phase standards and in the preceding statements relative to the Belvedere Island design review process, and agree that acceptance of these terms and procedures are binding upon me. Failure to abide by the above stated terms and procedures can result in a reduction of the Compliance Deposit, and/or other action as determined by the Belvedere Island Property Owners Association Board of Directors.

The Property Owner agrees that upon the successful acceptance of the application to build they will adhere to the original final plans and material samples, colors, and all other items submitted to the ARB. Should it become necessary for any revision to be made to the exterior of the homesite during construction, the owner shall submit a request for the revision, in writing, to the ARB. The ARB will notify the owner, in writing, as to it's decision to allow the revision to be implemented. The Property Owner agrees that if any revision is made prior to submitting a request for such revision the ARB shall have the right to stop work on construction and to continue stoppage until the revision is corrected to meet the original final plans. Forfeiture of a portion of the deposit may be applicable as determined by the ARB.

The Belvedere ARB issues a one-year building permit. This means that all construction, landscaping, etc. must be completed within the one year. Should this not be possible, a permit extension of six months must be requested by the owner prior to the expiration of the issued permit. If no action is taken by the owner to seek an extension all compliance fees will be forfeited once the permit expires.

Signatories to this document will comply with appropriate phase guidelines as found on the Belvedere Island Plantation website. While SUPPLEMENTAL ARB GUIDELINES are attached as a convenience, Signatories will compare to those posted on website for recent applicable changes to assure compliance.

Property Owners Signature _____ Date _____

Builder Signature _____ Date _____

Owner Initials _____ Date _____ Builder Initials _____ Date _____

**SUPPLEMENTAL ARB GUIDELINES
TO
DESIGN STANDARDS/REQUIREMENTS
FOR ALL PHASES IN BELVEDERE ISLAND**

All Belvedere Island Architectural Review Board ARB policies, procedures and standards/requirements are to be observed. However, it is most imperative that you and your contractor as well as their respective sub-contractors be aware of the ones contained in this document. Guidelines for each phase supersede these guidelines and any application form. 6/24 Amended

Supplemental ARB Guidelines: These standards/requirements are subject to alteration and address issues that have arose as the plantation developed. A majority of the Supplemental Guidelines (AKA amendments) were introduced between 2015-2019 unless a month and year are noted. These Supplemental Guidelines are to be included when submitting a new construction application. Failure by the ARB to send or the property owner to receive written notices of standard/requirement or Supplemental Guidelines changes does not relieve the property owner of the responsibility of obtaining from the ARB the most current and up to date set of ARB Supplemental Guidelines and standard/requirements prior to drawing and submitting plans. **2/24 Amended**

Observance of Speed Limit: Limit is 25MPH upon entering the main gate and throughout the property.

Observance of Work Hours: Monday - Saturday 7:00 a.m. to 6:00 p.m.; Sunday, Thanksgiving and Christmas No work permitted.**2/24 Amended**

Construction Period: Owners are required to contact the ARB before any construction commences. Construction must be completed **within eighteen months** from the date of the McIntosh County Building Permit. After the initial **eighteen months**, all deposits are forfeited and resubmission to the ARB for reconsideration is required. ARB approvals are invalid if you do not commence construction within six months after ARB approval. **4/21 Amended**

Contractor Access Fee: ARB fees include a non-refundable Contractor Access Fee. Please note that the responsibility for road and property damage caused by construction vehicles during construction is still the responsibility of the respective property owner and their builder, as such damage does not come under the provisions of this fee.

Exterior Changes During Any Construction: Completion of improvements on your home site is to be per the plans and specifications as Submitted and approved by the ARB. If, during construction, you find that you need to make exterior changes, it is imperative that a **WRITTEN REQUEST BE MADE TO THE ARB for review and approval prior to making any changes.** Exterior changes from an Approved Submission, without written request to the ARB for approval, will result in a \$500 forfeiture of deposit **per occasion** where the approval requires a deposit. **2/24 Amended**

Site/Trash Fences: Silt/Trash fences are encouraged for all construction but specifically required on Marsh and River sites parallel to the critical line and at least ten feet from the rear fence line on the sides. These rear fences must stay in place to protect run off and until the ground coverage is at least 70% density per the DNR/EPD. **2/24 Amended**

Property/Road Damage Repair: Repairs of damage to property and/or roads is the responsibility of the respective property owner and building contractor. Inform everyone working on your site of this. Damage to roads and roadside areas by vehicles cutting corners throughout the property as well as entering/leaving their respective job site have been the biggest problems. The property owner is responsible for ensuring the final grade does not create an adverse run-off onto the adjoining lands because of any change in the flow of surface water.**2/24 Amended.**

Height Limitations: No structure shall exceed 35 feet in height. Height shall be measured from grade. If the structure is located in an established flood plain, height shall be measured from the flood plain elevation. Per McIntosh County Article V, Section 1, 1.4 **8/22 Amended**

Plan Requirement: The elevation above mean sea level (AMSL) is to be indicated on the elevation plan itself and in the application for each of the following: existing grade, first finished floor, roof height and chimney height.

Foundation Height: A minimum 2-ft. exposed foundation above finished grade is required. **7/15 Amended**

Driveway Setback: A 5-ft. minimum setback from the side property line is required. Design of driveway is to curve or "meander" from the road to the garage as opposed to a straight or "bowling alley" type effect.

Utility Notification Before digging, call 1-800-282-7411 relative to utility locations as well as 1-912-832-2819 (ARB office) relative to viewing plans for water system location. Cutting a wire or pipe could be hazardous and expensive for you and/or your contractor.

Refuse Disposal A refuse container is required for the removal of debris and trash at all construction sites be placed on site prior to the start of construction.

Portable Toilet A portable toilet must be placed on site prior to issuance of building permit and start of construction.

Open Burning: During any building construction no open burning of construction materials and/or yard debris is permitted and must be removed from the property by the respective contractor. **2/24 Amended**

Bush Hogging: A permit and a \$2000 deposit for bush hogging of marsh and riverfront sites is required to assure the owner and contractor comply with EPD rules which assure that the plant and tree root systems are left intact for at least twenty-feet from the rear property's critical line. Those found in noncompliance **may result in forfeiture of deposit. 7/23 Amended**

Owner Initials _____ Date _____ Builder Initials _____ Date _____

Concrete Culvert Pipe: BEFORE any construction begins, Belvedere Island Property Owners Association must approve any driveway culvert or swale proposed for installation within roadway side ditches or other drainage structures. Site plans must show the location, length, diameter minimum 12 inches), length and proposed invert elevations at inlet and outlet ends of the culvert, If swale is proposed in lieu of culvert, location and width of the traveled section of the swale must be shown and elevations at both edges at their lowest point.
2/24 Amended

Construction: In all phases no outbuilding may be constructed prior to the main residence intended for a site.**2/24 Amended**

Outbuildings: Phases 3 and 5 – Buckthorn and Winterberry: One Outbuilding is permitted with a maximum footprint of 650 sq ft. All other phases – A maximum of two outbuildings are permitted with a cumulative footprint of 900 sq ft. **4/21 Amended**

Exterior Changes: Pool Additions, outbuildings or house additions greater than 200 square feet will require a deposit and application. Outbuildings 200 square feet or less will require a Belvedere Building permit. **6/24 Amended**

Fencing: All permanent fencing requires ARB permit and approval prior to installation. A \$500 refundable is required with a permit application. Upon completion and compliance, the deposit will be refunded. The Belvedere Island “signature” fence is the standard, approved design. It consists of three rails and posts fabricated of concrete, wood, or PVC/composite material (wooden posts must be a minimum of 6”x6”, PVC/composite 5”x5”). All fencing must be white and not exceed 48 inches in height. All easements and setbacks must be indicated on the submitted fencing plans and specifications. **No enclosed fencing may be installed in the front yard.** No privacy fences will be allowed. Decorative fencing may be placed in the front yard following ARB approval. Fencing is permitted in the back of the home extending to the property setback lines with a recommended setback from any property line of at least 18 inches. Fencing on properties abutting the pasture and community lands must allow adequate access to accommodate maintenance of the pasture fence and the community lands Chain link fencing (black, vinyl coated) may be permitted in the back yard, but must be screened by signature fencing. Wire mesh may be used to line signature fencing. Variances from these standards/requirements will be discouraged, but may be approved on a case-by-case basis.
5/22 Amended

Tree Removal: Trees greater than (6) six inches in diameter require a permit application and approval by the ARB. The ARB may require a replacement planting, that at minimum is a six-foot specimen, for trees a homeowner wishes to remove that aren’t diseased, damaged or pose a threat to a structure.
2/23 Amended

Vinyl Siding: A quality vinyl siding with a minimum thickness of .044 inches with a laminated, contoured foam backing is approved for all phases of Belvedere. If you wish to make application to use vinyl for any part of your home please note that you are required to submit an actual sample and specifications of material to be used.

Cementitious Siding: A cementitious material is approved as an alternate exterior material for use in addition to those listed in the ARB standards/requirements.

Water Meter & Backflow Preventer: With an ARB new construction application a water meter (1” line) is required to be purchased from the Belvedere Island Property Owners Association and installed by our water management company. At the same time a Backflow Preventer which is also required will be installed. (Note: The Refuge and Little Belvedere are excluded from this requirement since they are required to have their own private well.)

Owner Initials _____ Date _____ Builder Initials _____ Date _____