

Sawgrass Association, Inc.  
Architectural Review Application  
c/o 240 Canal Blvd. Suite 2  
Ponte Vedra Beach, FL 32082

To: Architectural Review Committee  
From: **Property Owners:** \_\_\_\_\_ **Unit/Phase:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Requested Property Address** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email** \_\_\_\_\_  
**Estimated Date of Completion of Project(s)** \_\_\_\_\_

ON THE SECOND PAGE OF THIS FORM, PLEASE MARK ALL INTENDED MODIFICATIONS AND ATTACH ALL REQUIRED SUPPORTING DOCUMENTATION

APPLICABLE FEES AND DEPOSITS NEED TO BE PAID UNDER SEPARATE CHECKS PAYABLE TO SAWGRASS ASSOCIATION INC. FOR INFORMATION ON FEES AND DEPOSITS PAYABLE BY CONDO ASSOCIATIONS OR CONDO OWNERS, PLEASE REFER TO PAGE 3 OF THIS FORM. WHEN MORE THAN ONE ITEM IS CHECKED, PAY THE HIGHEST FEE AND DEPOSIT SHOWN.

PLEASE NOTE APPROVALS ARE ONLY GOOD FOR ONE YEAR. IF THE PROJECT HAS NOT BEEN UNDERTAKEN WITHIN SUCH TERM, IT NEEDS TO BE RESUBMITTED FOR REVIEW AND APPROVAL

UPON SUBMISSION OF THIS APPLICATION, YOU GRANT THE ARC MEMBERS ACCESS TO YOUR PROPERTY SO THEY CAN VIEW THE SITE TO EVALUATE AND UNDERSTAND YOUR REQUEST.

ALL PROJECTS ARE SUBJECT TO A FINAL INSPECTION BY THE ARCHITECTURAL REVIEW COMMITTEE. FOR THIS PURPOSE AND IN ORDER TO OBTAIN THE REFUND OF ANY DEPOSIT(S), UPON COMPLETION OF THE PROJECT(S) PLEASE CONTACT THE COORDINATORS' OFFICE.

**IMPORTANT:** ARC MEETINGS ARE NORMALLY HELD EVERY OTHER TUESDAY. COMPLETE SUBMITTALS ARE REQUIRED TO BE TURNED IN BY NOON ON THE WEDNESDAY PRIOR TO THE MEETING. THE COMMITTEE WILL NOT REVIEW YOUR SUBMITTAL IF THE PACKAGE IS NOT COMPLETE. **FOR THOSE WHO RESIDE IN A SUB-ASSOCIATION, SUBMITTALS MUST FIRST BE REVIEWED AND APPROVED BY THEIR LOCAL ASSOCIATION'S ARB.**

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**Note:** These plans have been reviewed for the limited purpose of determining the aesthetic compatibility of the plans with the community and in conjunction with deed restrictions of your community. These plans are approved on a limited basis. No review has been made with respect to functionality, safety, and compliance with governmental regulations or otherwise and any party with respect to such matters should make no reliance on this approval. The approving authority expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty.

The following applies to the construction of pools, screens and room additions:

This approval concerns only your architectural and/or landscape plans. You are still responsible to obtain whatever easements, permits, licenses and approvals, which may be necessary to improve the property in accordance with the approved plans. This approval must not be considered to be permission to encroach on another property owner's rights to use and enjoy all possible property rights. Approval of the plans does not constitute a warranty or representation by the Architectural Review Board or any developer or landowner that the proposed improvements will be consistent with the development plans of any other landowner.

In addition, this approval does not in any way grant variances to, exceptions, or deviations from any setbacks or use restrictions unless a specific letter of variance request is submitted and the party entitled to enforce such setbacks or restrictions issues a specific letter of "variance approval". This approval does not constitute approval of any typographical, clerical or interpretative errors on the submitted plans.

Compliance with all applicable building codes is the responsibility of the general contractor and the owner and not that of the Architectural Review Board or any developer. **The Owner is responsible for positive drainage during and after the construction of the lot. No water drainage is to be diverted to adjoining lots. The Owner is responsible for informing the primary contractor.**

Compliance with all approved architectural and landscaping is the responsibility of the owner of legal record, and any change to the approved plans without prior Architectural Review Board approval subjects these changes to disapproval, and enforced compliance to the approved plans may result.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Applicant Do Not Write Below This Line

**Sub-Association:** \_\_\_\_\_

This Sub-Association has **approved/disapproved** your application subject to the following conditions, if any:

**Sub Association Signature:** \_\_\_\_\_ **Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title** \_\_\_\_\_

**SAWGRASS ASSOCIATION ARC SUBMITTAL REQUIREMENTS CHECKLIST :**

The following lists reflect the required review fees and deposits (two separate checks, one for the fee and one for the deposit, payable to **SGM** or **Sawgrass Association**) and the additional information/documentation that needs to be submitted for review of your proposed modification(s). **THREE (3) sets per plan, plus application form.**

**Demolition:** Review Fee \$300/Deposit \$4,000  
(Fee and Deposit on Demolition will be applied toward the New Home)

- New Home:** Review Fee \$1,200/Deposit \$4,000
- Boundary Survey (show all setbacks)
- Tree Survey reflecting all trees to be removed and to stay
- Elevation Plans
- Roof Plan and Floor Plan
- Landscape plan
- Samples of all materials and colors

**Home Addition/Renovation (Major/More than 500 Sq. Ft.)**  
Review Fee \$500/Deposit \$3,000

**Home Addition/Renovation (Minor/Less than 500 Sq. Ft.)**  
Review Fee \$400/Deposit \$1,500

- Survey/Site plan w/proposed improvements (show all setbacks)
- Elevation drawings
- Roof Plan and Floor Plan
- Landscape plan
- All exterior specifications including colors and product literature
- Photographs of affected side of house

**Pool/Spa:** Review Fee \$300/Deposit \$1,500

**Screen Enclosure** Review Fee \$100/Deposit 500

**Summer Kitchen** Review Fee \$200/Deposit \$1,000

- Survey showing location of pool and pool equipment. (Show all setbacks)
- Pool plans and elevation drawings of enclosure
- Landscape plan
- Manufacturers product literature with proposed materials and colors
- Photographs of the entire area of project

**Driveway Replacement/Reconfiguration/Pavers**

Review Fee \$100/Deposit \$500

**New Patio/Deck** Review Fee \$100/Deposit \$500

**Bulkheads** Review Fee \$100/Deposit \$500

- Survey showing new/existing driveway or location of patio/deck
- Manufacturers product literature with proposed materials and colors
- Photographs of area of project

**Exterior Painting (changes)** Review Fee \$25/Deposit 100

**Exterior Painting (no changes)** No fee or deposit but requires submitting same information.

**Roof Replacement (change in material or color)**

Review Fee \$50/Deposit \$200

**Roof Replacement (same material and color)** No fee or deposit but

requires submitting same information.

Color specifications along with samples

Digital Photographs of house

**Fence** Review Fee \$100/Deposit \$200

**Gazebo** Review Fee \$50/Deposit \$500

**Pergola** Review Fee \$50/Deposit \$300

Dimensioned Survey/Site plan showing proposed location of feature.

Picture or drawings of feature showing dimensions and colors

Digital Photographs of area of project

Landscape plan

**Landscape Changes**

Major (more than 25% of beds) Review Fee \$150/Deposit \$200

Minor (less than 25% of beds) Review Fee \$50

Survey/Site plan showing location of landscape beds.

Landscape plan and plant list showing proposed, existing and new trees, landscape beds and plants.

Digital Pictures of areas of lot to be affected.

**Tree Removal**

Live and/or Nuisance Trees – Review Fee \$25/Deposit \$200

Dead Tree – Deposit \$200

Purpose of tree removal and number of trees to be removed.

Survey/Site plan showing location of tree(s) to be removed.

Landscape plan of plant material to replace removed tree(s)

Independent Arborist Report

Pictures of the tree(s) to be removed.

**Miscellaneous** Review Fee \$50

Please describe at back or on separate sheet

Pictures

**Job Description/Comments:**

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**Review Fees: (Separate Checks Payable to SGM) ALL DEPOSITS ARE REFUNDABLE**

**CONDOMINIUM ASSOCIATION**

**CONDO OWNERS**

<b>Project</b>	<b>Review Fee</b>	<b>Deposit</b>	<b>Total</b>	<b>Review Fee</b>	<b>Deposit</b>	<b>Total</b>
Addition/Renovation - Major/More than 500 Sq. Ft.	NA	NA	NA	NA	NA	NA
Addition/Renovation - Minor/Less than 500 Sq. Ft.	50	500	50	50	100	150
Bulkheads	100	500	600	NA	NA	NA
Driveway / Thoroughfare Replacement/Reconfiguration/Pavers	200	1000	1200	NA	NA	NA
Demolition Per Condo	25	50	75	NA	NA	NA
Exterior paint colors (changes)	100	500	600	NA	NA	NA
Exterior paint colors (no changes)	NA	500	500	NA	NA	NA
Landscape / Hardscape (major change)/ more than 25% of beds	100	200	300	NA	NA	NA
Landscape / Hardscape (minor change)/ less than 25% of beds	NA	NA	NA	NA	NA	NA
Misc.	NA	NA	NA	NA	NA	NA
Patio/Deck (new)	100	250	350	50	50	100
Patio resurfacing	NA	NA	NA	NA	NA	NA
Pool with screen or fence	250	500	750	NA	NA	NA
Pool Structures/restroom,recreation facility, etc.	250	500	750	NA	NA	NA
Roof replacements (same color & material)	NA	200/bldg	200/bldg	NA	NA	NA
Roof replacements (all others)	200	200/bldg	400/bldg	NA	NA	NA
Screen enclosure	NA	NA	NA	50	100	150
Summer kitchen	NA	NA	NA	NA	NA	NA
Tree removals	0	50	50	NA	NA	NA

\* Major Tree - Trunk 1' from grade - 6" diameter

**DUMPSTER, TRASH AND DEBRIS AGREEMENT**

**For all projects (whether or not they require ARC approval) the use of a dumpster must be registered at the office of May Management, 240 Canal Boulevard, Ponte Vedra Beach, 32082. Failure to do so before beginning the project will result in refusal of entry. Please read and execute the following:**

This acknowledges that the owner and the builder of the home located at \_\_\_\_\_ in Sawgrass Country Club agree to keep the lot clean and free from all trash and debris. The owner is also responsible for insuring the requirement that plywood must be used under the dumpster at all times, including loading and unloading, is adhered to. Any damage to the street will be the responsibility of the owner, who is responsible to pay for any necessary repairs.

**TRASH:** Such as paper products will be cleaned daily. It is recognized that the wind can blow trash onto surrounding lots. **It is a requirement that work sites be kept clear of trash and debris at the end of each workday.**

**DEBRIS:** Such as building materials will be removed by each subcontractor. No debris will be deposited on any adjacent or empty lots or piled on the subject property, but placed in the dumpster.

**DUMPSTERS:** Must be provided on site within 24 hours of beginning the project as is consistent with ARC guidelines. Dumpsters may not be left on the street and are to be emptied before the container reaches full capacity. Dumpsters must be removed within 5 days of completion or within 10 days of halting work on the property. See following detailed guidelines.

The owner agrees that trash or debris from construction on this lot will be hauled out of Sawgrass Country Club and the owner recognizes that if the owner's builder and/or subcontractors dump any trash or debris in Sawgrass Country Club, the owner may be fined.

The owner also understands that should the owner's builder or subcontractors not properly maintain this lot the owner is subject to a fine.

OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

BUILDER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**This Agreement must be renewed every six months.**

## **1. Dumpsters, Roll offs and other Waste Containers (Containers)**

- a. Containers are not allowed to be placed on Association Roads, except for driveway resurface/installation of pavers, in which case the container can remain in the street for only the time the old surface is removed, not to exceed 48 hours.
- b. All other cases, the container must be placed on the owner's property and not in the street.
- c. To avoid damages to the Association's roads and other surfaces, it is required that all containers have a full protective layer of  $\frac{3}{4}$  " thick sheet of plywood under the entire container in order to prevent dumpsters/roll off container wheels from contacting the surfaces at any time, including delivery and removal.
- d. Containers must be emptied and replaced as frequently as necessary. Debris must be kept below the level of the walls of the container. The containers must be covered at the end of each day using a neutral colored tarp.
- e. Containers must be removed within 5 days of completion or within 10 days of halting work on the property.
- f. Damage caused to any surface is the responsibility of the homeowner.
- g. A Dumpster Agreement must be signed by the homeowner and the builder/contractor prior to the beginning of the project, failure to do so will result in refusal of entry to Sawgrass property.

**The Committee will not review your plans if the package is not complete.**

Normal construction hours for summer are 7 AM to 5 PM Monday through Friday. Saturday hours are 8 AM to 3 PM. No work is allowed on Sunday.

In addition, construction and other outside work may not be done on the following national holidays:

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day

No radios, non-construction related loud noise or pets shall be allowed on the property. No activity shall be permitted on any part of the property which shall be illegal, noxious or offensive or which is or may become a nuisance or a source of embarrassment, discomfort or annoyance to other residents. All builders shall minimize their impact on the neighborhood. All construction activity shall be confined within the boundaries of the lot lines.

In addition to the above, the following is a list of requirements and rules and regulations for all builders while building in the Sawgrass Community:

1. All building sites must have a dumpster on the site prior to the slab being poured and for maximum of six months. When not in use they must be removed from the site. The dumpster must be covered at the end of each day using neutral-colored tarp. The dumpster must be emptied when debris reaches the top of the container.
2. Portable toilets need to be far away from the road and neighbor's properties, and need to be located as far as practical from the road or sidewalk. Homeowner is responsible for any biohazard spill or overflows and any necessary remediation.
3. When clearing your lot, and during construction, debris is not to be placed on adjacent lots, in the street or on the golf course. Any improperly placed debris will be subject to cleaning charges, as referenced above. Damage or clean up to the street or curb is the responsibility of the builder or property owner. Any clean up or repair performed by the Association will be assessed to the lot owner.
4. Every attempt should be made to preserve existing trees, shrubs and ground covers during construction activities to minimize site disturbance resulting in bare soil conditions. Remove no more vegetation than necessary. Also see Association documents.
5. Temporary swales and other sediment control methods must be installed to reduce run-off during construction. The use of hay bales is required to be installed at erosion problem areas. A silt barrier and/or hay bales must be used on all waterfront lots during construction to control erosion. This silt barrier is to be installed prior to clearing the lot.
6. The builder, subcontractors and individual homeowner are responsible for knowing the locations and types of all utilities and must protect existing utilities during construction.
7. All construction and delivery vehicles shall enter and exit from the front of the lot. Adjacent lots are not to be used for access.
8. Any construction activity or related parking shall not block traffic flow along the street. Parking shall be restricted to the front of the lot or on the lot under construction. Neighbor's driveways and mailboxes are not to be blocked. It is expected that scheduling will be considered to limit the number of vehicles on the site at one time.
9. Any spillage of concrete or dirt onto the paved public community street shall be removed from the surface during the same day.
10. After the final date of certification of occupancy, any damage incurred to the public street, curbs or common areas shall be billed to the owner/builder.

11. The builder/owner is responsible for positive drainage during and after construction. Any drainage problem remaining after construction shall become the responsibility of the homeowner. No drainage shall be directed towards nor impact neighbor's property.

12. All A/C units and pool equipment must be walled or fenced, as approved by the ARC, to match the main body of the house and landscaped.

Any builder or owner in violation on any lot will be assessed a fee for the violation. Said fee is at the discretion of the ARC. This fee will be assessed against the refundable portion of the performance deposit.

I am submitting this application and house plans to the ARC for approval. I agree to be bound by all of the requirements and rules and regulations as they pertain to construction of a residential dwelling in this Arvida community.

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Signature of Buyer/Owner

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Signature of Builder

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Signature of Buyer/Owner