

# APPENDIX E

# APPLICATIONS

- Schedule of Fees
- ACC Meeting Calendar
- Foundation Survey & As Built Plan Checklist
- Application for New Construction
- Landscape Review Submittal Sheet
- Elevation Verification/Foundation Survey Form (FFE/GFE)
- Change Request Form (New Home Construction Only)
- As-Built Review Request Form
- New Construction - Final Inspection Request Form
- New Construction – Re-Inspection Final Inspection Request Form
- New Construction- Extension of Construction Time Request Form
- Modification of Existing Home/Site – Submission Checklist
- Application for Modification/Change to Existing Dwelling or Site
- Final Inspection Form – Existing Building/Structure Modification & Changes
- Sub-Contractor List
- Variance Request Application

***Disclaimer: All charts and data contained in this Appendix are subject to updates, applicant is responsible for verification of requirements prior to any submission to the ACC.***

# ST JAMES PLANTATION

## SCHEDULE OF FEES

<u>FEE TYPE</u>	<u>AMOUNT</u>
<b>New Construction</b>	
Review Fee	\$ 1,400.00
Construction Bond (Refundable)	\$ 2,500.00
Road Access	\$ 3,000.00
Change Request	\$ 100.00
Zoning Fee (Town of St James)	\$ 20.00
Final Re-Inspection	\$ 100.00
Request for Extension of Time	\$ 150.00
<b>Existing Home Modifications</b>	
Review Fee (Minor/Major)	\$ 50.00 / \$500.00
Tree Removal Bond Only	\$ 500.00
Construction Bond (Minor/Major)	\$ 500.00/\$1500.00
<b>Violations &amp; Fines</b>	<b>\$100.00 per violation</b>

*Disclaimer: All charts and data contained in this Fee Schedule are subject to updates, applicant is responsible for verification of requirements prior to any submission to the ACC.*

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# ST JAMES PLANTATION ARCHITECTURAL CONTROL COMMITTEE

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## SUBMITTAL AND MEETING DATES FOR 2020

ALL SUBMITTALS ARE TO BE DELIVERED TO THE POA/ACC OFFICE NO LATER THAN 5 PM ON THE DESIGNATED SUBMITTAL DATE.

Note: Submittals received after 5 PM will be held until the following meeting

### **NO EXCEPTIONS**

Submittal Date	Meeting Date
Tuesday, January 7, 2020	Tuesday, January 14, 2020
Tuesday, January 21, 2020	Tuesday, January 28, 2020
Tuesday, February 4, 2020	Tuesday, February 11, 2020
Tuesday, February 18, 2020	Tuesday, February 25, 2020
Tuesday, March 3, 2020	Tuesday, March 10, 2020
Tuesday, March 17, 2020	Tuesday, March 24, 2020
Tuesday, April 7, 2020	Tuesday, April 14, 2020
Tuesday, April 21, 2020	Tuesday, April 28, 2020
Tuesday, May 5, 2020	Tuesday, May 12, 2020
Tuesday, May 19, 2020	Tuesday, May 26, 2020
Tuesday, June 2, 2020	Tuesday, June 9, 2020
Tuesday, June 16, 2020	Tuesday, June 23, 2020
Tuesday, July 7, 2020	Tuesday, July 14, 2020
Tuesday, July 21, 2020	Tuesday, July 28, 2020
Tuesday, August 4, 2020	Tuesday, August 11, 2020
Tuesday, August 18, 2020	Tuesday, August 25, 2020
Tuesday, September 1, 2020	Tuesday, September 8, 2020
Tuesday, September 15, 2020	Tuesday, September 22, 2020
Tuesday, October 6, 2020	Tuesday, October 13, 2020
Tuesday, October 20, 2020	Tuesday, October 27, 2020
Tuesday, November 3, 2020	Tuesday, November 10, 2020
Tuesday, November 17, 2020	Tuesday, November 24, 2020
Tuesday, December 8, 2020	Tuesday, December 15, 2020
Tuesday, January 5, 2021	Tuesday, January 12, 2021



## FOUNDATION SURVEY PLAN / AS BUILT PLAN CHECKLIST

FOUNDATION SURVEY PLAN DETAILS	☒
Roads / Streets / Lanes (Names)	
Property Lines / Descriptions	
Setbacks Lines / Dimensions	
Building Foundation <small>(Minimum Dimensions-All sides &amp; Foundation Type / Facing)</small>	
Finished GFE and FFE Elevations	

**NOTE:**

Elevation Verification Form must be submitted with the Plan

FOUNDATION SURVEY PLAN STANDARD DRAWING DETAILS	☒
Title Block Data	
Date / Revisions	
Surveyor's Seal / Signature	
North Arrow	
Scale (Bar Graph)	
Document References	

**NOTE:**

Scale: 1" = 10' or 1" = 20'  
(Reduced Original Copy is Acceptable)

AS BUILT PLAN DETAILS	☒
Roads / Streets / Lanes (Names)	
Property Lines / Description	
Easements / R-O-W Lines	
Setbacks Lines / Dimensions	
Buildings / Structures <small>(Description / Dimensions)</small>	
Building Setbacks (Actual)	
Paved Areas <small>(Driveways, Walks, Steps, Patios and Pads-Dimensions)</small>	
Pools / Spas / Water Ponds / Filter Equipment	
Fences / Walls / Screens	
Utilities / HVAC / Pumps	
Stone / Gravel Areas	
Culvert Invert Elevations	
Garage / 1 <sup>st</sup> Floor Elevations	

AS BUILT PLAN STANDARD DRAWING DETAILS	☒
Title Block Data	
Date / Revisions	
Surveyor's Seal / Signature	
North Arrow	
Scale (Bar Graph)	
Document References	
Legend	

**NOTE: Plan Preparation Details**

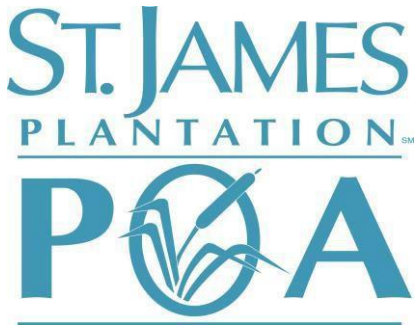
Preferred Scale: 1" = 10'  
Smallest Scale: 1" = 20'

Plat Size should be same as Building Plan  
(Reduced Copy is not Acceptable)

IMPERVIOUS COMPUTATION	☒
Building Footprint	
Driveway (To Street)	
Walks / Patios / Paved Areas	
Stone / Gravel Areas	
Total / Maximum Amount	

**NOTE:**

Actual Finished Elevations are to be provided for GFE/FFE and Culvert Pipe Inverts



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*Application for New Construction*

Section \_\_\_\_\_ Lot \_\_\_\_\_ Plat \_\_\_\_\_ Address \_\_\_\_\_

Date of Application: \_\_\_\_\_ Fees Included \_\_\_\_\_ Parcel Number \_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Builder \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Architect/Designer \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

*Application Checklist*

Three (3) sets of construction documents

Site Plan @ 1"=10'

Floor Plans @ 1/4"=1'-0"

Foundation Plans @ 1/4"=1'0"

Building Elevations @ 1/4"=1'0"

Materials and Color Samples

Sub-Contractor List

\* Landscape Plan @ 1"=5'

\*\* Foundation Survey @ 1/4"=1'0"

\*\*\* As Built Survey @ 1"=10' or 20 \*\*\*

\* Must be submitted prior to House Dry-In

\*\* Must be submitted prior to start of framing work

\*\*\* Must be submitted prior to final inspection

*Square Footage* \_\_\_\_\_

Heated Living Area \_\_\_\_\_ SF

Covered Porches \_\_\_\_\_ SF

Building Footprint \_\_\_\_\_ SF

Paved Decks, Walks, Drives, Patios \_\_\_\_\_ SF

Total Impervious Coverage \_\_\_\_\_ SF

Total Square Footage \_\_\_\_\_ SF

(Refer to ACC Guidelines for Impervious Details)

*Application Fees/Owner/Builder*

Make separate checks payable to:

St. James Plantation Property Owners Association, Inc.

Review Fee (Non-refundable) – By Owner or Builder

Amount \_\_\_\_\_ \$1,400.00

Received by \_\_\_\_\_

Check # \_\_\_\_\_

Date \_\_\_\_\_

New Construction Bond (Refundable) – By Owner or

Builder

Amount \_\_\_\_\_ \$2,500.00

Received by \_\_\_\_\_

Check # \_\_\_\_\_

Road Impact Fee (Non-Refundable) – By Owner or

Builder

Amount \_\_\_\_\_ \$3,000.00

Received by \_\_\_\_\_

Check # \_\_\_\_\_

**EXTERIOR MATERIALS**

Oct Floor 2018

**Foundation** \_\_\_\_\_

Finish \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Windows** \_\_\_\_\_

Type \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Gutter Color** \_\_\_\_\_

**Downspout Color** \_\_\_\_\_

**Roofing** \_\_\_\_\_

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Exterior Trim** \_\_\_\_\_

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Shutters** \_\_\_\_\_

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Exterior Walls** \_\_\_\_\_

The ACC will decide if there is a repetition of colors with nearby homes.

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Exterior Doors** \_\_\_\_\_

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Garage Doors** \_\_\_\_\_

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Decks/Patio/Terraces** \_\_\_\_\_

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**BUILDING AGREEMENT**

I, (Print) \_\_\_\_\_ as Property Owner and I, (Print) \_\_\_\_\_ as Contractor/Builder for the above described construction project, acknowledge and agree that:

1. We have read and understand the Restrictive Covenants applicable to the subject property and the Design Guidelines, as amended, and adopted by the Architectural Control Committee (ACC) of St. James Plantation Property Owners Association, Inc. (POA) and agree to the Pre-Construction Inspection Report.
2. We will maintain a clean construction site at all times and install an approved builder identification sign, job toilet, approved dumpster, and silt fence as required.
3. We are responsible for the conduct of all workers and subcontractors performing services on this project while they are engaged by either of us.
4. We agree that when accepting a construction pass to enter St. James Plantation, all workers and vehicles are subject to be searched to prevent theft of materials and equipment. Drivers will obey signs and speed limits.
5. We will not undertake any construction that has not been approved by the ACC and we will obtain approval before making any changes in previously approved plans.
6. We agree that construction of the improvements will be completed within twelve (12) months after commencement and in accordance with plans, materials, finishes, and color samples approved by the ACC. We also agree that landscaping will be completed within twelve (12) months in accordance with plans approved by the ACC.
7. We understand that a violation will result in enforcement action by the ACC, which may include a stop work order and assessment of fines against the owner and/or the builder. We further understand that any such fine must be paid within twenty-one (21) days of the date of notice.
8. We understand that: (a) the construction bond will be held in an interest bearing account (with interest paid to the St. James Plantation Property Owners Association) until completion of construction, landscaping and final inspection approval; (b) upon final inspection approval any unpaid fines will be deducted from the bond, as will any unpaid expenses incurred by the St. James Plantation Property Owners Association, Inc. in connection with unapproved construction, to repair damage to common areas or to clean up the project site; and (c) the amount of the bond remaining after such deductions, if any, will be returned without interest to the builder.
9. The builder understands that in the event of a major violation by the builder or in the event of repeated violations by the builder on this or other projects in St. James Plantation, the ACC may take action to prevent future violations, including a requirement that the builder post a larger construction bond on future projects and/or refusal to approve future construction projects involving the builder.

This Application and Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Contractor/Builder Signature \_\_\_\_\_



**LANDSCAPE REVIEW SUBMITTAL SHEET**

Section \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_

Builder \_\_\_\_\_ Property Owner(s) \_\_\_\_\_ Landscaper \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – FOR POA OFFICE USE ONLY**

	DESCRIPTION	Y / N
<b>SITE PLAN ITEMS (APPROVED)</b>	Driveway Turnaround	
	Raised Deck / Patio	
	Sidewalk / Pavers	
	Fences / Walls	
	Foundation Type (Parged, Brick, Stone, etc.)	
<b>CONTINGENT ITEMS (APPROVED)</b>	High Landscaping	
	Other Items List Below:	
<b>CHANGE REQUESTS (APPROVED)</b>	Landscape Installed to Street	
<b>LANDSCAPE PLAN</b>	Utility Boxes	
	HVAC/ Above Ground Tanks	
	Unauthorized Items List Below:	
	Other Items List Below:	

**PLANTING REVIEW:** (1) Utility Boxes \_\_\_\_\_ (2) HVAC \_\_\_\_\_ (3) Side Load Garage \_\_\_\_\_  
 (4) Plant List \_\_\_\_\_ (5) Sod Areas \_\_\_\_\_ (6) Bedding Area \_\_\_\_\_  
 (7) Foundation / High Landscaping \_\_\_\_\_ (8) Other (Fences/Walls/ Etc) \_\_\_\_\_

**LETTER NOTES** (Indicate additional notes to be included in letter):

- \_\_\_\_\_ Provide additional plantings for screening of \_\_\_\_\_.
- \_\_\_\_\_ Proposed Plantings may not meet the requirements for \_\_\_\_\_.
- \_\_\_\_\_ Provide location of HVAC / Utilities Boxes and Screening \_\_\_\_\_.
- \_\_\_\_\_ Provide Plant List \_\_\_\_\_.
- \_\_\_\_\_ Provide / Assure Notes: \_\_ Utility; \_\_ HVAC; \_\_ High Landscape; \_\_ Side Load Garage \_\_. **Submit Change Request as noted.**
- \_\_\_\_\_ Resubmit Landscape Plan or Item(s) required above (**Bold Print**).
- \_\_\_\_\_ Provide / Assure Repair / Restore Common Area to condition prior to construction.
- \_\_\_\_\_ Other: \_\_\_\_\_.

**APPROVED W/CONDITION(S)** \_\_\_\_\_ **REJECTED** \_\_\_\_\_

**RESUBMISSION DATE** \_\_\_\_\_

Reviewed by Landscape Committee \_\_\_\_\_ Date \_\_\_\_\_



**FOUNDATION SURVEY SUBMISSION  
ELEVATION VERIFICATION FORM (FFE / GFE)**

Section \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_

Builder \_\_\_\_\_ Property Owner(s) \_\_\_\_\_

I, \_\_\_\_\_, as a representative of the Builder certify the Foundation  
(Print)  
Survey Plan as submitted provides proposed elevations for the Garage Floor (GFE) and First Floor (FFE) in compliance with the Design Guidelines and/or the Site Plan approved by ACC on the project.

The proposed GFE and FFE elevations for the construction as presented on the attached Foundation Survey Plan is as follows:

Please complete:

**FIRST FLOOR ELEVATION (FFE)** \_\_\_\_\_

**GARAGE FLOOR ELEVATION (GFE)** \_\_\_\_\_

**DIFFERENCE (FFE) – (GFE)** \_\_\_\_\_

The actual Finished Elevations for the FFE and GFE will be shown and certified by the Surveyor on the As Built Plan for final approval of the project. Signature and Date of the Builder’s Representative must be affixed on the Foundation Survey and As Built Plan Submissions.

**BUILDER COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Builder Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)





### CHANGE REQUEST FORM

NEW CONSTRUCTION ONLY

Section \_\_\_\_\_ Lot \_\_\_\_\_ Owner \_\_\_\_\_

Address \_\_\_\_\_ Builder \_\_\_\_\_

I/We, \_\_\_\_\_ (Print), the Builder/Owner of the above property, submit this request for the following changes/additions to approvals previously granted.

<u>ITEM</u>	<u>CHANGE FROM</u>	<u>CHANGE TO</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**OTHER**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REVIEW FEE- MODIFICATION(S) TO APPROVED PLANS - \$100.00 PER SUBMISSION**

Amount of Fee Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

Builder/Owner \_\_\_\_\_ Date \_\_\_\_\_



**AS-BUILT REVIEW REQUEST FORM**

NEW HOME CONSTRUCTION

Section \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_

Property Owner \_\_\_\_\_ Builder \_\_\_\_\_

I, \_\_\_\_\_ (Print),  
as a representative of the Builder for the above property certify that this As-Built/Final  
Survey Plan as submitted provides the required information per the St. James Plantation  
Design Guidelines As-Built Plan Checklist.

Completion of **all** items listed below is required for POA Review:

**APPROVAL ITEMS**

Total Lot Impervious Utilized \_\_\_\_\_

Lot Impervious Maximum \_\_\_\_\_

**\* A Change Request must be submitted for ACC Review for all changes to the Site Plan. Failure to do so will result in a Violation.**

**Builder Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (We) understand that if any of the above items are not completed, the Architectural Control Committee will not perform the As-Built Review.

**Builder Representative** \_\_\_\_\_  
(Signature)

**Date** \_\_\_\_\_



**NEW HOME CONSTRUCTION  
FINAL INSPECTION REQUEST FORM**

Section \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_

Builder \_\_\_\_\_ Property Owner(s) \_\_\_\_\_

I, We, \_\_\_\_\_, the Builder / Owner of the above property submit this request for the Final Inspection for the Release of the Construction Bond for the building constructed there on. The following requirements of the St. James Plantation POA Design Guidelines, as amended, have been submitted and approved and the construction work has been completed.

Completion of **ALL** items listed below is required for the POA Architectural Control Committee Review:

APPROVAL ITEMS	DATE APPROVED
FOUNDATION SURVEY	
LANDSCAPE PLAN	
AS BUILT PLAN	
BUILDING PLAN CHANGES (*) _____	
SITE PLAN CHANGES (*)	
CERTIFICATE OF OCCUPANCY	

(\*) Indicate **NONE** if no change was made from ACC Approvals

CONSTRUCTION ITEMS	COMPLETED Y / N
PIPE CULVERT	
PIPE END TREATMENTS (FLARED / HEADWALS)	
SWALE / DITCH GRADING AS PER SITE PLAN	
LANDSCAPE WORK	
SITE CLEAN UP	
RESTORATION OF CONSTRUCTION DAMAGE TO COMMON AREAS AND ADJACENT PROPERTY	
BUILDER'S SIGN REMOVED FROM SITE	

I, We, \_\_\_\_\_, understand that if any of the above items are not completed, the Architectural Control Committee will not complete the Final Inspection.

Builder Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)



## NEW HOME CONSTRUCTION FINAL RE-INSPECTION REQUEST FORM

Section \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_

Builder \_\_\_\_\_ Property Owner(s) \_\_\_\_\_

I, We, \_\_\_\_\_, the Builder / Owner of the above property submit this request for the Final Inspection for the Release of the Construction Bond for the building constructed there on. The following requirements of the St. James Plantation POA Design Guidelines, as amended, have been submitted and approved and the construction work has been completed.

Completion of **ALL** items listed below is required for the POA Architectural Control Committee Review:

APPROVAL ITEMS	DATE APPROVED
FOUNDATION SURVEY	
LANDSCAPE PLAN	
AS BUILT PLAN	
BUILDING PLAN CHANGES (*)	
SITE PLAN CHANGES (*) _____	
CERTIFICATE OF OCCUPANCY	

(\*) Indicate **NONE** if no change was made from ACC Approvals

CONSTRUCTION ITEMS	COMPLETED Y / N
PIPE CULVERT	
PIPE END TREATMENTS (FLARED / HEADWALS)	
SWALE / DITCH GRADING AS PER SITE PLAN	
LANDSCAPE WORK	
SITE CLEAN UP	
RESTORATION OF CONSTRUCTION DAMAGE TO COMMON AREAS AND ADJACENT PROPERTY	
BUILDER'S SIGN REMOVED FROM SITE	

**FINAL RE-INSPECTION NON-REFUNDABLE REVIEW FEE: \$100.00 Per Submission**

I, We, \_\_\_\_\_, understand that if any of the above items are not completed, the Architectural Control Committee will not complete the Final Inspection.

Builder Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**Office Use Only: Paid Amount: \$ \_\_\_\_\_ .00 Check No. \_\_\_\_\_ Date: \_\_\_\_\_**





## MODIFICATION TO EXISTING DWELLING OR SITE SUBMISSION CHECKLIST

Section \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_

Builder \_\_\_\_\_ Property Owner(s) \_\_\_\_\_

The appropriate portion of this Cover Sheet must be completed for all submissions for the ACC Review and presentation at the ACC Meeting. Any incomplete data may be the basis for rejection of the submission or delay in the review and/or placement on the Meeting Agenda. The Builder/Owner is responsible for the contents of the submission and any omitted items will have to be provided prior to any action by the ACC.

**ALL ITEMS NOTED UNDER EACH SUBMISSION MUST BE INDICATED AS INCLUDED IN SUBMISSION. IF ANY ITEM IS NOT APPLICABLE, INDICATE AS NOT APPLICABLE - N/A.**

### **MODIFICATION OF EXISTING HOME / SITE - MARK WITH ☒ FOR ALL APPLICABLE ITEMS**

- |                                  |   |  |
|----------------------------------|---|--|
| <b><u>Application</u></b>        | <input type="checkbox"/> Description of Modification Work | <input type="checkbox"/> Review / Bond Fees            |
|                                  | <input type="checkbox"/> Material / Samples Description   | <input type="checkbox"/> Owner & Builder Signatures    |
| <b><u>Site / Sketch Plan</u></b> | <input type="checkbox"/> Builder's Signature              | <input type="checkbox"/> Setback / Building Dimensions |
|                                  | <input type="checkbox"/> Impervious Area Computation      | <input type="checkbox"/> Layout / Location of Work     |
| <b><u>Building Plan</u></b>      | <input type="checkbox"/> Description of Modification Work | <input type="checkbox"/> Review / Bond Fees            |
|                                  | <input type="checkbox"/> Owner / Builder's Signature      | <input type="checkbox"/> Additional Heated Area (SF)   |
|                                  | <input type="checkbox"/> Roof Slopes                      | <input type="checkbox"/> Porch / Deck / Patio          |
| <b><u>Landscape Plan</u></b>     | <input type="checkbox"/> Description of Modification Work | <input type="checkbox"/> Review / Bond Fees            |
|                                  | <input type="checkbox"/> Planting Plan / Plant List       | <input type="checkbox"/> Other _____                   |

### **MODIFICATION RESUBMISSION - MARK WITH ☒ FOR ALL APPLICABLE ITEMS**

- |                             |   |  |
|-----------------------------|---|--|
| <b><u>Site Plan</u></b>     | <input type="checkbox"/> Description of Resubmission Work | <input type="checkbox"/> Owner / Builder Signature |
| <b><u>Building Plan</u></b> | <input type="checkbox"/> Description of Resubmission Work | <input type="checkbox"/> Owner / Builder Signature |

### **MODIFICATION – CHANGE REQUEST - MARK WITH ☒ FOR ALL APPLICABLE ITEMS**

- |                           |   |
|---------------------------|---|
| <b><u>Application</u></b> | <input type="checkbox"/> Description of Each Change or Add / Delete Item(s)     |
|                           | <input type="checkbox"/> Builder's Signature on all Plans / Drawings / Sketches |

### **FINAL INSPECTION REQUEST / CLOSEOUT PHASE - MARK WITH ☒ FOR ALL APPLICABLE ITEMS**

- |                          |  |
|--------------------------|--|
| <b><u>Submission</u></b> | <input type="checkbox"/> Final Inspection Request Form (Completed with Approval Dates) |
|--------------------------|--|

Comments \_\_\_\_\_

Builder / Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)



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www.stjamespoanc.org

**Application for Modification / Change to Existing Dwelling or Site**

Section \_\_\_\_\_ Lot \_\_\_\_\_ Plat \_\_\_\_\_ Address \_\_\_\_\_  
Modification/Change: Building \_\_\_\_\_ Site \_\_\_\_\_ Date: \_\_\_\_\_ Fees Included \_\_\_\_\_  
Estimated Completion Date: \_\_\_\_\_ Days after ACC Approval

Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Builder/ Contractor \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Architect/Designer \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**SUBMITTAL DESCRIPTION AND DATA**

**Proposed Work-** \_\_\_\_\_  
\_\_\_\_\_

**(Indicate Number of Submittal Sheets/Sketches/Samples included with this Application)**

*Building Plan* \_\_\_\_\_  
*Site Plan* \_\_\_\_\_  
*Landscape Plan* \_\_\_\_\_  
*Colors/Materials* \_\_\_\_\_  
*Other* \_\_\_\_\_

**Modification Changes & Additions (Complete)**

*Additional Heated Area* \_\_\_\_\_ *SF*  
**Additional Coverage Areas**  
*Porch/Covered Areas* \_\_\_\_\_ *SF*  
*Driveway/Patio/Sidewalks* \_\_\_\_\_ *SF*  
*Landscape Bedding (Stone)* \_\_\_\_\_ *SF*  
*Current Impervious Area* \_\_\_\_\_ *SF*  
*New Total Impervious Coverage* \_\_\_\_\_ *SF*  
*Max. Allowable Coverage* \_\_\_\_\_ *SF*

**APPLICATION FEES/OWNER/BUILDER**

Make Separate Checks Payable to:  
St. James Plantation Property Owners' Association, Inc.

**REVIEW FEE (non-refundable)**  
**BY OWNER OR BUILDER**  
 [Minor Modification] Amount \_\_\_\_\_ \$ 50  
 [Major Modification] Amount \_\_\_\_\_ \$ 500  
 Received By \_\_\_\_\_  
 Check # \_\_\_\_\_  
 Date \_\_\_\_\_

**REFUNDABLE MODIFICATION CONSTRUCTION BOND BY BUILDER / OWNER**  
 (Unless Work is to be Performed By Owner & Subject to ACC Approval for Waiver of Fee)  
 [Minor Modification] Amount \_\_\_\_\_ \$ 500  
 [Major Modification] Amount \_\_\_\_\_ \$1,500  
 Received By \_\_\_\_\_  
 Check # \_\_\_\_\_  
 Date \_\_\_\_\_

**EXTERIOR MATERIALS**

October 2019

**Foundation** \_\_\_\_\_

Finish \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Windows** \_\_\_\_\_

Type \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Roofing** \_\_\_\_\_

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Exterior Trim** \_\_\_\_\_

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Shutters** \_\_\_\_\_

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Exterior Walls** \_\_\_\_\_

The ACC will decide if there is a repetition of colors with nearby homes. White or off-white colors may repeat.

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Exterior Doors** \_\_\_\_\_

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Garage Doors** \_\_\_\_\_

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**Decks/Patio/Fences** \_\_\_\_\_

Material \_\_\_\_\_

Mfg./No. \_\_\_\_\_

Color (include sample) \_\_\_\_\_

**BUILDING AGREEMENT**

I, (Print) \_\_\_\_\_ as Property Owner and I, (Print) \_\_\_\_\_ as Contractor/Builder for the above described construction project, acknowledge and agree that:

1. We have read and understand the Restrictive Covenants applicable to the subject property and the Design Guidelines, as amended, and adopted by the Architectural Control Committee (ACC) of St. James Plantation Property Owners Association, Inc. (POA) and agree to the Pre-Construction Inspection Report.
2. We will maintain a clean construction site at all times and install an approved builder identification sign, job toilet, approved dumpster, and silt fence as required.
3. We are responsible for the conduct of all workers and subcontractors performing services on this project while they are engaged by either of us.
4. We agree that when accepting a construction pass to enter St. James Plantation, all workers and vehicles are subject to be searched to prevent theft of materials and equipment. Drivers will obey signs and speed limits.
5. We will not undertake any construction that has not been approved by the ACC and we will obtain approval before making any changes in previously approved plans.
6. We agree that construction of the improvements will be completed within twelve (12) months after commencement and in accordance with plans, materials, finishes, and color samples approved by the ACC. We also agree that landscaping will be completed within twelve (12) months in accordance with plans approved by the ACC.
7. We understand that a violation will result in enforcement action by the ACC, which may include a stop work order and assessment of fines against the owner and/or the builder. We further understand that any such fine must be paid within twenty-one (21) days of the date of notice.
8. We understand that: (a) the construction bond will be held in an interest bearing account (with interest paid to the St. James Plantation Property Owners Association) until completion of construction, landscaping and final inspection approval; (b) upon final inspection approval any unpaid fines will be deducted from the bond, as will any unpaid expenses incurred by the St. James Plantation Property Owners Association, Inc. in connection with unapproved construction, to repair damage to common areas or to clean up the project site; and (c) the amount of the bond remaining after such deductions, if any, will be returned without interest to the builder.
9. The builder understands that in the event of a major violation by the builder or in the event of repeated violations by the builder on this or other projects in St. James Plantation, the ACC may take action to prevent future violations, including a requirement that the builder post a larger construction bond on future projects and/or refusal to approve future construction projects involving the builder.

This Application and Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Contractor/Builder Signature \_\_\_\_\_





## EXISTING BUILDING MODIFICATION & CHANGES FINAL INSPECTION REQUEST FORM

Section \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_

Builder \_\_\_\_\_ Property Owner(s) \_\_\_\_\_

I, We, \_\_\_\_\_, the Owner of the above property submit this request for the Final Inspection for the Release of the Refundable Modification Construction Bond for the building/structure changes constructed there on. The following requirements of the St. James Plantation POA Design Guidelines, as amended, have been submitted and approved and the construction work has been completed.

Completion of **ALL** items listed below is required for the POA Architectural Control Committee Review:

APPROVAL ITEMS	DATE APPROVED
DATE ACCEPTED FOR MODIFICATION / CHANGE	
BUILDING CHANGES DURING CONSTRUCTION (*)	_____ _____

(\*) Indicate **NONE** if no change was made from ACC Approvals

CONSTRUCTION ITEMS	COMPLETED Y / N
LANDSCAPE WORK (IF APPLICABLE)	
SITE CLEAN UP	
RESTORATION OF CONSTRUCTION DAMAGE TO COMMON AREAS AND ADJACENT PROPERTY	

I, We, \_\_\_\_\_, understand that if any of the above items are not completed, the Architectural Control Committee will not complete the Final Inspection.

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**FOR OFFICE USE ONLY:**

ACC FINAL INSEPTION BY: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED:  YES  NO

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**ARCHITECTURAL CONTROL COMMITTEE**

**SUB-CONTRACTOR LIST**

Section \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_  
 Builder \_\_\_\_\_ Property Owner(s) \_\_\_\_\_

Please complete the following list with the Sub-Contractors that will be used on the property above:

TYPE OF WORK	COMPANY NAME	CONTACT NO.
PAINTER		
DRYWALL		
FRAMING		
LANDSCAPER		
PLUMBER		
ELECTRICIAN		
INSULATION		
MASON		
SURVEYOR		
ROOFER		
CONCRETE INSTALLER		
OTHER _____ _____ _____		

As the General Contractor you are responsible for the actions of each of your sub-contractors and their employees while they are working within the private community of St. James Plantation. Speeding Infractions and Littering within the community is not acceptable. Two (2) infractions of a sub-contractor will be grounds to ban the sub-contractor from entering St James Plantation.

Builder Representative: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Print)



**ARCHITECTURAL CONTROL COMMITTEE  
APPLICATION FOR VARIANCE REQUEST**

Section \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_  
Builder \_\_\_\_\_ Property Owner(s) \_\_\_\_\_  
\_\_\_\_\_

**Describe the exact nature of the Variance being requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Explain the justification for the Variance based on the Variance Procedure criteria:**

**1) Burden on the property:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2) Impact on surrounding properties:**

\_\_\_\_\_  
\_\_\_\_\_

**3) Burden for Applicant:**

\_\_\_\_\_  
\_\_\_\_\_

**4) Would the spirit of the Guidelines be compromised by the variance, please explain:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_