

**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**

**CONCEPTUAL REVIEW:** Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, advise specifically what is being considered: \_\_\_\_\_

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Air-conditioned Space (1 <sup>st</sup> floor)		_____ sq.ft.
Air-conditioned Space (2 <sup>nd</sup> 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 1<sup>st</sup> 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:

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

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	<b>Color/ Finish</b>	<b>Description</b>
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)

<b>REQUIRED ITEMS:</b>		<b>Required with Preliminary</b>	<b>Required with Final</b>
<b>1.</b>	<b><u>SITE PLAN 1"=10' - MUST BE SEALED APPROPRIATE LICENSED ARCHITECT, INCLUDING ANY REVISIONS</u></b>	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

<b>REQUIRED ITEMS:</b>			<b>Required with Preliminary</b>	<b>Required with Final</b>
	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 <sup>th</sup> 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
<b>2.</b>		<b>FLOOR PLAN (SQUARE FOOTAGE AND FINISHED FLOOR ELEVATIONS) <i><u>SIGNED BY ARCHITECT OR DESIGNER</u></i></b>	YES foundation plan overlay	YES
<b>3.</b>		<b>ROOF PLAN (ROOFING MATERIAL AND COLOR) <i><u>SIGNED BY ARCHITECT OR DESIGNER</u></i></b>	YES	YES
<b>4.</b>		<b>FOUNDATION PLAN <i><u>SIGNED BY ARCHITECT OR DESIGNER</u></i></b>	YES	YES
<b>5.</b>		<b>ELEVATIONS: FOUR (4) SIDES-INCLUDING HIDDEN VIEWS (e.g. pool enclosure, screened areas, behind shutters, etc.) <i><u>SIGNED BY ARCHITECT OR DESIGNER</u></i></b>	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

<b>REQUIRED ITEMS:</b>		<b>Required with Preliminary</b>	<b>Required with Final</b>	
	D	HVAC, VENTS, POOL EQUIPMENT, ETC.	YES	YES
<b>6.</b>		<b>TYPICAL WALL AND BUILDING SECTIONS <i>SIGNED BY ARCHITECT OR DESIGNER</i></b>	YES	YES
	A	MATERIALS	YES	YES
	B	ROOF PITCH	YES	YES
	C	FENCES, SCREENS, EXTERIOR WALLS	YES	YES
<b>7.</b>		<b>DETAILS</b>	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
<b>8.</b>		<b>PATIOS, DECKS, BALCONIES, VERANDAS, PORCHES, ETC. (MATERIALS, COLOR, AND DETAILS)</b>	YES	YES
<b>9.</b>		<b>EXTERIOR PAINT SCHEME</b>		YES
<b>10.</b>		<b>LANDSCAPE PLAN (scale 1"=10') <i>MUST BE SEALED BY LANDSCAPE ARCHITECT, INCLUDING ANY REVISIONS</i></b>		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

<b>REQUIRED ITEMS:</b>		<b>Required with Preliminary</b>	<b>Required with Final</b>
	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
<b>11.</b>		<b>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.</b>	NO PLAN REQUIRED
<b>12.</b>		<b>APPLICATION FEE, OWNERS COMPLIANCE DEPOSIT, BUILDERS COMPLIANCE DEPOSIT, IMPACT FEE</b>	YES
<b>13.</b>		<b>COPY OF DEED - TO SHOW OWNERSHIP OF PROPOSED SITE</b>	YES
<b>14.</b>		<b>PROOF OF CAPITAL CONTRIBUTION PAID</b>	YES
<b>DATE OF SUBMISSION:</b>			
<b>DATE OF COMPLETE SUBMISSION:</b>		<b>APPLICANT SIGNATURE</b>	



**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)