

# **SPECIFIC REQUIREMENTS**

- A. Review and approval, rejection, or request for additional information of applications, drawings, and plans submitted to the Architectural Design Committee will be made within thirty (30) days of the date received by the Architectural Design Committee.
- B. Variances may be granted, although applicants should be aware that approval by the Architectural Design Committee does not alter any easement right. Any structures built within easements are subject to removal without compensation during utility repair or construction.
- C. St. Johns County building permits must be prominently displayed at front of property and must be visible from the street. No other signs may be erected.
- D. After the Architectural Design Committee approval has been made, no changes, additions, or deletions are to be made without approval by the Architectural Design Committee. Plans for any proposed changes must be submitted to the Architectural Design Committee for their approval.
- E. The St. John's County Building Department will grant certificate of occupancy after sign-off by the Architectural Design Committee.

## **F. NEW HOUSE CONSTRUCTION**

Along with the application for new house construction, the Architectural Design Committee must be provided with:

- Two (3) completed and signed copies of Architectural Design Committee Application.
- Two (3) complete sets of architectural drawings.
- Two (3) complete sets of landscape plans showing general location of underground sprinkler system.
- Two (3) copies of site plan clearly showing location of driveways(s), sidewalk(s), setbacks, and locations of all improvements.
- Color selections and samples, including driveways, sidewalks, roofs, siding, and trim.

- Example photographs, sketches, brochures, or other documents that will give the Architectural Design Committee sufficient information to make a decision.

#### **G. EXISTING STRUCTURE OR LOT IMPROVEMENTS**

Along with the application for improvement of an existing structure or lots, the Architectural Design Committee must be provided with:

- Two (3) complete sets of documents that accurately depict what improvement will look like when completed. Some examples are:
  - Architectural drawings
  - Landscape plans
  - Brochures
  - Photographs
  - Sketches
- Two (3) copies of site plan clearly showing location of all improvements.
- Applicable color selections and samples.
- Many improvements have the potential to impact your neighbors. It is highly recommended that neighbors directly impacted in some way by your improvements be consulted prior to application to the ADC. Neighbor comments may be included.

#### **H. TIMING**

All applications must include approximate start and completion dates. Delays greater than three (3) months must be brought back to the board for further review and approval.