

## Seashore Village HOA New House Plan Submittal Process

**Purpose:** To supplement requirements of the HOA covenants with additional procedural details that help ensure compliance with those covenants and improve communications between prospective new home owners and the HOA. **Note that this process does not supersede or limit the authorities, requirements, or other provisions of the bylaws or covenants of the HOA.**

### Process:

1. Prospective new homeowner (hereafter referred to as homeowner) will contact a member of the HOA Board to notify them of their intent to build on their lot. **This notification should occur as early as possible and prior to development of detailed architectural plans.**
2. A member of the HOA board or architectural control committee will remind the homeowner that a copy of the HOA bylaws, covenants, and this procedure are available on the HOA website and that those documents should be reviewed and complied with in conjunction with house plan development.
3. As an interim step, before developing detailed architectural plans, the homeowner, may (at their discretion) request the architectural control committee to perform a review of early architectural/conceptual layouts of the home to help ensure the overall look, style, and esthetics of the home are an acceptable fit for the neighborhood. This request may result in an additional review fee.
4. Once completed, the homeowner will provide the following to the architectural control committee for review (note these items should be provided simultaneously as a complete package and submitted at the same time as other required permit filings with Santa Rosa Island Authority (SRIA), Escambia County, and/or other government agencies as needed):
  - a. Final, detailed architectural plans
  - b. Detailed grading/drainage/runoff plans – these plans must be developed by a reputable, licensed engineering firm and include details such as a current elevation survey/plot that displays the house FFE (final floor elevation) compared to current street and neighboring properties' elevation; elevation views and/or other details showing grade level changes; where and how drainage will flow from the property to Seashore Villages' planned runoff path; other systems that may be necessary to ensure drainage is sufficient under varying rainfall conditions (e.g. French drains, underground drainage, etc.) or why those systems are not necessary; engineering calculations that include assumptions (e.g. rainfall rates and volumes the system is designed for) that demonstrate the planned system will provide sufficient capacity and will endure over time; the name and credentials of the engineering firm providing the details above.
  - c. Landscape plans
  - d. Verification from the homeowner, architect, landscape architect and engineering firm that they have reviewed the Seashore Village HOA bylaws and covenants and the above detailed plans comply all applicable requirements of those bylaws and covenants as well as applicable building codes, engineering standards and other regulatory requirements (see attachment A). Note: HOA bylaws and covenants may be more restrictive than other regulatory requirements and must be complied with (e.g. setback requirements).
  - e. Builders New Construction Home Agreement (see attachment B)
  - f. Owner Deposit (\$2000) – to be refunded in part/full upon completion of construction (Certificate of Occupancy)
  - g. \$250 fee to Seashore Village HOA for plan review

5. The architectural control committee will review the proposed plans and other information and provide feedback, comments and/or questions to the homeowner.
6. Once any questions or comments are resolved, the architectural control committee will provide the homeowner with approval of the detailed architectural plans, grading/drainage/runoff plans, and landscape plans and notify SRIA of the same. Note – all required regulatory approvals and HOA approval must be obtained prior to start of construction.
7. If, during the review process, revisions are made to any of the detailed plans (i.e. to address an issue raised by SRIA or the county), a copy of those revisions must also be provided to the HOA architectural control committee for review.

**Attachment A**

<b>Seashore Village New Home Final Architectural, Grading/drainage/runoff and Landscape Plans</b>		
<b>New Home Address:</b>	<b>Date Submitted:</b>	<b>Estimated Construction Start Date:</b>
<p>The attached plans are submitted for review to the Seashore Village Architectural Control Committee and includes, but is not limited, to the following:</p> <ul style="list-style-type: none"> <li>✓ Final, detailed architectural plans</li> <li>✓ Detailed grading/drainage/runoff plans that include (but not limited to) the following details:               <ul style="list-style-type: none"> <li>○ a current elevation survey/plot that displays the house FFE (final floor elevation) compared to current street and neighboring properties' elevation;</li> <li>○ elevation views and/or other details showing grade level changes;</li> <li>○ where and how drainage will flow from the property to Seashore Villages' planned runoff path;</li> <li>○ other systems that may be necessary to ensure drainage is sufficient under varying rainfall conditions (e.g. French drains, underground drainage, etc.) or why those systems are not necessary;</li> <li>○ engineering calculations that include assumptions (e.g. rainfall rates and volumes the system is designed for) that demonstrate the planned system will provide sufficient capacity and will endure over time;</li> <li>○ the name and credentials of the engineering firm providing the details above.</li> </ul> </li> <li>✓ Landscape plans</li> <li>✓ Builders New Construction Home Agreement (attachment C)</li> <li>✓ Owner Deposit (\$2000) – to be refunded in part/full upon completion of construction (Certificate of Occupancy)</li> <li>✓ \$250 fee to Seashore Village HOA for plan review</li> </ul>		
<p>I attest that I have reviewed the Seashore Village HOA bylaws and covenants, and the attached architectural plans, grading/drainage/runoff plans and landscape plan comply with all applicable requirements of those bylaws and covenants as well as applicable building codes, engineering standards and other regulatory requirements. Note: HOA bylaws and covenants may be more restrictive than other regulatory requirements and must be complied with (e.g. setback requirements). Any questions or concerns with regard to meeting those requirements are noted in the comments section below.</p>		
<b>Homeowner (Signature):</b>		<b>Architect (Signature):</b>
<b>Homeowner (Print):</b>		<b>Architect (Print):</b>
<b>Engineer (Signature):</b>		<b>Landscape Architect (Signature):</b>
<b>Engineer (Print):</b>		<b>Landscape Architect (Print):</b>

**Comments:**

**Attachment B**

**SEASHORE VILLAGE HOMEOWNERS ASSOCIATION, INC. BUILDERS NEW CONSTRUCTION HOME AGREEMENT**

Builder Name \_\_\_\_\_

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

Builder Office Phone \_\_\_\_\_

Builder Cell Phone \_\_\_\_\_

Builder Insurance Co. \_\_\_\_\_

Insurance Contact \_\_\_\_\_

Insurance Phone \_\_\_\_\_

Location of Property \_\_\_\_\_

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

Owners Phone # \_\_\_\_\_

Owner Deposit (\$2,000.00) \_\_\_\_\_ - To be refunded In Part/Full upon completion of Construction  
(Cert. of Occupancy)

**NEW HOME CONSTRUCTION RULES**

1. Any infraction below will result in a separate \$200.00 fine imposed, and be deducted from the Owners Deposit.
  
2. Construction Hours are as follow:  
Monday-Friday                7:00am-6:30pm  
Saturday                        8:00am-5:00pm  
Sunday                            NO WORK PERMITTED
  
3. All Construction personnel shall park only on paved surfaces taking care not to obstruct traffic. No double parking is allowed.
  
4. All Construction sites must be kept free and clear of litter and construction debris. Construction area must be clean by the end of each day and debris must be placed in commercial dumpster.
  
5. All Construction personnel shall adhere to the posted speed limit signs.
  
6. All construction material shall be stored only on the lot where the house is being constructed.
  
7. Dirt, Mud, Sand, & debris resulting from activity on each construction site must be removed daily from the roadway.
  
8. Playing of loud music by construction personnel is strictly prohibited. The use of radios or other audio equipment must not be audible beyond the perimeter of any home site in Seashore Village.
  
9. No use of foul language or inappropriate behavior is permitted.
  
10. Consumption of alcohol beverages or the use of controlled substances by construction personnel is strictly prohibited.
  
11. Neighboring driveways are not to be used for turn-arounds or blocked at any time.
  
12. The Owner/Builder will be held financially responsible for the cost of any damage to any adjacent properties or roadway right-of-way resulting from the negligence by their employees, subcontracted agents, or delivery personnel.

BUILDER SIGNATURE _____	OWNER SIGNATURE _____
PRINTED NAME _____	PRINTED NAME _____
DATE _____	DATE _____