

**MINOR PROJECT ARC APPLICATION**

Version 07.16.24

(DATE) _____

**I. PROJECT LOT #
or STREET ADDRESS** _____**II. OWNER INFORMATION**

(NAME) _____

(ADDRESS) _____

(PHONE) _____

(EMAIL) _____

III. PROJECT DESCRIPTION (attach additional sheet if required)

IV. CONSTRUCTION GUIDELINES – See **EXHIBIT 1** for most common projects. Otherwise, refer to the 2024 Grande Pointe Design Code.**V. SUPPORTING DOCUMENTATION REQUIRED TO COMPLETE YOUR APPLICATION** – Please note that incomplete applications will not be placed on the agenda. Contact community manager if unsure.

1. SITE PLAN
2. PHOTO(S)
3. MATERIALS LIST
4. LANDSCAPE PLAN

See **EXHIBIT 2** – DOCUMENTATION CHECKLIST
To ensure timely review of your application, make sure
all required items are attached

VI. CONTRACTOR INFORMATION – Work will be performed by the (**Homeowner** _____ **Contractor** _____)
Contractors must have liability insurance and comply with all Design Guidelines and HOA rules.

CONTRACTOR NAME (dba) _____

ADDRESS _____ PHONE _____ EMAIL _____

VII. OWNER AGREEMENT – I certify and acknowledge that I am the legal owner of the described parcel;
that the work, if approved, will be completed within four (4) months of start, and by appropriately licensed
contractors as required by local ordinances; and that Walton County permits will be obtained if required
by the county_____
(OWNER SIGNATURE)

- I. DECKS & PATIOS** may not extend beyond the sides of the home and may not exceed fifty-percent (50%) of the total backyard area. If over twenty-four inches (24") tall, they may not encroach the setback of fifteen-feet (15') from the rear property line, but if under twenty-four inches (24") tall from grade may extend into the lot rear setback, but no closer than four-feet (4') from the rear property line
- II. DRIVEWAYS** must be no wider than twenty-four feet (24'), flair-out at the street, and be brick pavers.
- III. FENCES** – Provide specific dimensions including how many feet the fence will be set-back from the front of the home. Fences and Gates must:
 - a. **LOCATION:** be located inside the property line and be no further forward in the side yard than the house midway point. Four-feet (4') tall fences from natural grade with at least one inch (1") opening between boards may be located up to but no closer than fifteen-feet (15') from the front of the home, excluding porches. Solid fences taller than five-feet (5') from natural grade are restricted to the rear yard, only. If installed back-to-back between lots, fences must be at least four-feet (4') apart for maintenance.
 - b. **HEIGHT:** no taller than seventy-two inches (72") at any point from natural grade; no shorter than forty-eight inches (48") tall; and no taller than any neighborhood exterior wall, if adjoining. Rails must be constructed on a level plane (e.g., no undulating sections) and the front fence railing and/or gate visible from the street must be constructed within a few degrees of a true horizontal plane. The side and rear rail sections must be stepped if fence height varies by over a few inches over the fence length.
 - c. **DESIGN:** be aesthetically compatible with nearby existing fences with a preference for open designs with spaces between boards.
 - d. **FINISH:** be painted or stained white within six (6) months of construction.
 - e. **MATERIAL:** constructed of wood or aluminum. No vinyl, chain link or wire mesh.
 - f. **VEGETATION:** if bordering a street, include a row of evergreen shrubs between fence and street.
- IV. GUTTERS** may be half-round or K-style; must be metal, finished white, house trim color, or match the roof natural mill finish. Stormwater must be directed to the engineered stormwater basin on the individual lot (under-the-home for pilings; in-yard for slab/stem-wall foundations), or when impossible, to a non-sodded section of yard with sufficient surface area, grading, and landscaping to prevent stormwater from migrating to the street. Metal rain chains are permitted.
- V. LANDSCAPING**—Appreciable landscape changes require ARC approval. All landscaping visible from the street should consist, at a minimum, of fifty-percent (50%) native plants and trees, and be from the Grande Pointe Plant List. Existing vegetation is to be preserved and may not be removed without an approved restoration plan.
- VI. PAINTING** (exterior)—Our paint color framework is a single siding color in a neutral tone, matte finish, and with accent colors reserved for trim, doors, railings, porch ceilings, and shutters. Siding shall be lighter in color with a Light Reflectance Value (LRV) of 57, or greater. Most blue, green, gray or yellow pastels will be considered for siding while red, orange, pink or purple pastels will not. Generally accepted siding colors in the Sherwin-Williams line include (2018 deck) **NEUTRALS** (pages 191 - 250) and **WHITE & PASTEL** (pages 254 - 274). Accent colors (trim, doors, shutters, etc.) may be more brilliant if used sparingly and may have an LRV below 57. Comparable paint colors from other supplier brands are permitted.
- VII. SCREENING**—HVAC, pool equip. & trashcans require buffer screening and may be constructed of evergreen shrubbery or of wood. If bordering a street, screened objects must be enclosed on all sides. All buffer screening, enclosures, and the objects they obscure must be located adjacent to the home and be set-back a minimum of five-feet (5') from the front of the home, not including porches, be large enough to obscure the object being screened, but be no larger than necessary.
- VIII. STORAGE BOXES & OUTDOOR STORAGE CABINETS** must be constructed of wood and be painted white or a soft trim or siding color; be similar in design to other structures in Grande Pointe; and be located adjacent to the home and generally no further forward than the midway point of the side of the home. Maximum dimensions are eight-feet (8') wide, by four-feet (4') deep, by eight-feet (8') tall. If taller than four-feet (4'), the structure must include landscaping shielding it from the street, and it must have a natural mill or galvanized finish metal roof matching the home.
- IX. WALKWAYS** in the side-yard may be no wider than thirty-six inches (36") and no closer than two feet (2') from the side property line.

EXHIBIT 2 — Minor Project Checklist

Check If Complete	Site Plan	Photos	Materials	Landscape / Preservation
DECKS				
<input type="checkbox"/>	Show the lot boundary with the house and deck footprints—include deck dimensions(LxWxH) & distance from property lines			
<input type="checkbox"/>	Indicate the deck height from grade at each corner			
<input type="checkbox"/>	Indicate any native trees or vegetation to be removed			
<input type="checkbox"/>		Photo of deck area from rear property line		
<input type="checkbox"/>			Indicate deck and framing materials; indicate color/finish	
<input type="checkbox"/>				If native trees or plants cannot be preserved, indicate replacement quantities and sizes
ENCLOSURES (Trash, Shower, Privacy)				
<input type="checkbox"/>	Show the lot boundary with the house and enclosure footprints—include structure dimensions(LxWxH) & distance from the front of the house (excluding porches)			
<input type="checkbox"/>	Indicate any native trees or vegetation to be removed			
<input type="checkbox"/>		Photo of area where enclosure will go		
<input type="checkbox"/>		Photo or illustration of the structure design		
<input type="checkbox"/>			Indicate that enclosure to be constructed of wood	
<input type="checkbox"/>			Indicate paint color	
<input type="checkbox"/>				If native trees or plants cannot be preserved, indicate replacement quantities and sizes
PAINT				
<input type="checkbox"/>		Photo(s) of house		
<input type="checkbox"/>			Indicate paint manufacturer, paint finish (<i>matte, semi-gloss, gloss, etc.</i>), product name and number, paint LRV (<i>Light Reflectance Value</i>)	

Check If Complete	Site Plan	Photos	Materials	Landscape / Preservation
FENCES				
<input type="checkbox"/>	Show the lot and boundary footprint; draw the fence boundary on the site plan & indicate how many feet away from the front of the house in the side yard			
<input type="checkbox"/>	Indicate any native trees or vegetation to be removed			
<input type="checkbox"/>	Indicate the height of the fence from grade			
<input type="checkbox"/>	Indicate if fence top will be installed at grade or on a level plane			
<input type="checkbox"/>		Photos of the rear yard and the side yards where the fence will be installed (<i>including adjacent interconnecting fences</i>)		
<input type="checkbox"/>		Photo or illustration of fence style		
<input type="checkbox"/>			Indicate wood or metal	
<input type="checkbox"/>			Confirm fence will be white	
<input type="checkbox"/>				If native trees or plants cannot be preserved, indicate replacement quantities and sizes
GUTTERS				
<input type="checkbox"/>	Indicate whether house has a slab or piling foundation			
<input type="checkbox"/>	If home built on a slab foundation , include Site Plan, and identify downspouts and where water will be directed			
<input type="checkbox"/>		No photos required unless using rain chains (include photo if using chains)		
<input type="checkbox"/>			Confirm that all materials will be constructed of metal	
<input type="checkbox"/>			Indicate color or finish	

Check If Complete	Site Plan	Photos	Materials	Landscape / Preservation
STORAGE	(Outdoor Boxes & Cabinets)			
<input type="checkbox"/>	Show the <u>lot boundary</u> with the house and storage structure footprints—include <u>dimensions</u> (LxWxH) & distance from the front of the home (excluding porches)			
<input type="checkbox"/>		Photo of area where structure will be constructed		
<input type="checkbox"/>		Photo or illustration of structure		
<input type="checkbox"/>			Confirm that structure will be constructed of wood	
<input type="checkbox"/>			Indicate paint color	
<input type="checkbox"/>				If native trees or plants cannot be preserved, indicate replacement quantities and sizes
LANDSCAPE	Addition & Removal (including native tree and turf grass removal)			
<input type="checkbox"/>	Show the lot boundary and house footprint, and locations of trees, shrubs, plants and/or turf grass to be added or removed			
<input type="checkbox"/>	If removing native trees and/or vegetation, indicate remaining native trees and vegetation			
<input type="checkbox"/>		For landscape changes noticeably visible from the street, provide photo(s) showing the front of the house and both side yards.		
<input type="checkbox"/>			For landscaping added and removed, Include all <u>descriptions, quantities, & sizes</u> (see <i>Grande Pointe Plant List for approved species</i>)	

Check If Complete	Site Plan	Photos	Materials	Landscape / Preservation
LIGHTING				
<input type="checkbox"/>		Photo or illustration of fixtures		
<input type="checkbox"/>		Photo(s) of home exterior where new fixture(s) will go		
<input type="checkbox"/>			Indicate Light Kelvin scale rating between 2000 - 3000K	
<input type="checkbox"/>			Indicate whether fixture is DARKSKY™ compliant	
<input type="checkbox"/>			If not DARKSKY™, indicate lumen output for each fixture	
PATIOS & WALKWAYS				
<input type="checkbox"/>	Show the <u>lot boundary</u> with the <u>house and deck footprints</u> —include the deck dimensions (LxWxH) & distance from property lines			
<input type="checkbox"/>	Indicate any native trees or vegetation to be removed			
<input type="checkbox"/>	Indicate if home has concrete slab or piling foundation			
<input type="checkbox"/>	If slab foundation, a copy of the engineered stormwater plan for the lot showing in-yard stormwater retention grading must be provided (owner may need to contact Walton County Planning at 850-267-1955) *	* most owners with slab foundations choose to build decks which do not disturb in-yard stormwater drainage		
<input type="checkbox"/>		Photo of patio area from rear property line / side yard for walkways		
<input type="checkbox"/>		Photo or picture of patio / walkway material		
<input type="checkbox"/>			Indicate patio/walkway material & finish	
<input type="checkbox"/>				If native trees or plants cannot be preserved, indicate replacement quantities and sizes