

**DOUBLE BRIDGES****DESIGN AND DEVELOPMENT GUIDELINES/****APPLICATION AND REVIEW PROCEDURES**

Page 10

Accessory uses, including but not limited to pools, spas, and patios shall be set back a minimum of five feet (5') from all property lines. All residences must be constructed within the development area designed in the Planned Rule Development.

**Drainage and Grading:**

Special attention shall be given to proper site surface drainage; grading shall not interfere with natural drainage flows and runoff from one home site will not discharge onto surrounding home sites. Paved areas shall be designed to allow surface water to drain naturally and not allow water to collect or stand. Site plans shall show the drainage plan for the home site.

**Driveways:**

Parking spaces, garages, curb cuts and the driveway to the garage shall be planned and executed in an attractive and functional manner and shall consider the location of existing trees, topography and compatibility with surrounding improvements. All home sites shall have a paved driveway of stable and permanent construction at least 12 feet wide but no wider than 18 feet; typically, the width of the garage door will dictate the width of the driveway. No driveway may be located closer than 5 feet from a side property line.

**Wells:**

All pumps and piping installed on lots for water systems shall be underground, or if above ground, shall be enclosed in a structure, which is in conformity with the residence and approved by the Architectural Control Committee. All wells installed on the property shall be installed in compliance with all governmental regulations. No wells shall be installed within easement areas. Water from wells may be used for drinking, fire protection, irrigation, swimming pools, air conditioning (shall be controlled as not to be a nuisance), lawn watering and barn use.

**Game and Play Structures:**

All basketball backboards and other fixed games and play structures are subject to approval by the ACC and shall be located at the side or rear of the Dwelling so as to not be visible from the street.

**Swimming Pools:**

Any swimming pool or spa to be constructed upon any home site shall be subject to review of the ACC. The design submittal must include all design components including materials, finishes, and colors for the pool, pool deck, fence, screen enclosure, additional landscape or any other requested element. The pool or spa and its enclosure shall not extend towards the side lot lines beyond an imaginary line projected rearward from the sides of the Dwelling. Screen enclosure shall be black or bronze; screening shall be dark or charcoal.

## **THE REVIEW AND APPROVAL PROCESS**

### **General:**

The design review and construction processes have the following elements:

1. Review Fees
2. Preliminary Review
3. Final Review
4. Conduct

Thorough and timely submission of information along with compliance with the standards set forth in these guidelines will prevent delays and minimize frustration of all parties involved. Questions concerning the interpretation of any matter set forth in these guidelines should be directed to the ACC Coordinator.

A two-step procedure, preliminary review followed by final review, will help ensure improvements built within Double Bridges are of the highest quality while taking into account the desires of the owners and builders to complete construction in a timely manner.

**IMPORTANT NOTE:** The Architectural Control Committee requires that all building be done by a licensed contractor/builder with demonstrable experience in building custom homes. The ACC reserves the right to reject an application for approval on the basis of builder qualification and/or past ACC experience with the builder. The owner is responsible for assuring that a qualified builder is employed and that he uses fully qualified and licensed sub-contractors. If there are any questions regarding a builder's qualifications, the ACC should be contacted.

Construction of barns and other outbuildings may not be commenced on a lot until after the permits for the construction of the residence on such lot have been issued and construction of the residence has commenced.

### **Review Fees: Review Fees are payable to Double Bridges Homeowners Association, Inc.**

- |   |                |
|---|----------------|
| A. Preliminary Review – New Home Construction   | \$ 150         |
| B. Final Review - New Home Construction - the original contemplated alteration of a home site from its natural state into a residential dwelling.   | \$ 200         |
|   | (\$ 350 Total) |
| C. Major Alteration or Addition - a structural or site modification taking place after the original construction that is significant enough to warrant the issuance of a building permit by a governmental authority.<br>This includes pools, spas. | \$ 50          |
| D. Minor Alteration or Addition - structural or site modifications of   |                |

**DOUBLE BRIDGES****DESIGN AND DEVELOPMENT GUIDELINES/****APPLICATION AND REVIEW PROCEDURES**

Page 3

a relatively insignificant nature not requiring a building permit. \$ 25

- E. Changes to or Resubmission of Plans - whenever a submission requires more than 2 reviews prior to Final Approval an administrative fee will apply for each additional review. \$ 100

**Preliminary Review:**

All builders shall submit preliminary or conceptual drawings and specifications or other information to the ACC for Preliminary Review prior to the Final Review. The "Architectural Control Committee Transmittal" form (Attachment #2) shall be used as a cover sheet for this submission. While Preliminary Review is not required, it is provided for the convenience of builders in order that they may receive preliminary or conceptual approval of building and landscape plans prior to preparing and submitting detailed plans and specifications.

The ACC will review the information at a regularly scheduled meeting and indicate its approval or disapproval, and recommendations as to the plan. A preliminary approval granted by the ACC does not constitute approval for beginning construction, but only approval of the conceptual information being reviewed. All surveys and tree surveys are to be done by a Florida licensed surveyor. Submittals for Preliminary Review of any new home construction shall include at a minimum two (2) sets of the following and shall be designed by a Registered Florida Architect or qualified architectural designer, and a Registered Florida Landscape Architect or Landscape Designer:

- A. The "Design Review Application" form (Attachment #3).
- B. The survey of the home site prior to the proposed construction.
- C. Conceptual site plan showing the location and dimensions of all improvements and setbacks. In the event the neighboring lot(s) have been developed, show the location of those house(s) on the site plan.
- D. Conceptual floor plan.
- E. Conceptual exterior elevations.
- F. Conceptual landscape plan including tree survey.
- G. Photographs of the home site taken from each corner.
- H. Such other information, data and drawings as may be reasonably requested by the ACC.
- I. The required review fee.

**Final Review:**

No construction of the building or structural improvement, no clearing, landscaping or other site improvements, and no alteration or addition to any existing structure or site improvement shall be made on any property until the plans and specifications showing the proposed design have received final



## DOUBLE BRIDGES

### DESIGN AND DEVELOPMENT GUIDELINES/

### APPLICATION AND REVIEW PROCEDURES

Page 4

approval by the ACC and the ACC specifically authorizes construction to start. Builders shall not submit for any local government permits except for septic permit prior to obtaining ACC final approval without specifically being authorized to do so by the ACC.

The final review submittal must incorporate all ACC comments on the preliminary review submittal.

The ACC will notify builders of final approval and will authorize construction to begin by letter. Before actual clearing of the lot, the builder will meet with the ACC Coordinator to discuss trees to be preserved and the proposed drainage plan for the lot. Construction must commence within six (6) months of the date of final approval or final approval becomes void. Construction must be completed within eighteen (18) months of final approval. ACC approval is in no way an assumption of liability or an endorsement of the structural design or engineering of the buildings, nor does it render judgment on compliance with local building codes. If final approval is granted subject to conditions, the conditions shall be satisfied within sixty (60) days of issuance or final approval shall be void.

The "Architectural Control Committee Transmittal" form shall be used as a cover sheet for the final review submittal and shall include at a minimum two (2) sets of the following:

- A. The "Design Review Application" form in the event the preliminary review is skipped or if there have been changes since the preliminary submittal.
- B. Site plan at a minimum scale of 1"=10' showing: a clearing and grading scheme with proposed and existing land contours, grades and flow of the site drainage system with relevant elevations shown; location, size and species of any tree having a diameter of eight (8) inches or more; and, the dimensions and locations of all buildings, pools, sidewalks, access drives, parking, utilities (septic, water, wells, telephone, TV cable, etc.), street pavement location, and all other proposed improvements to the site.
- C. Landscape and Irrigation Plans: The final landscape and irrigation plan shall refine the conceptual plan taking into account remaining natural vegetation. The final plans shall be at a minimum scale of 1"=10' showing: the size, type and location of existing and proposed trees; the location of all planting areas including existing plant material incorporated into the plan; a listing of the species and size of all stock at the time of planting; and an irrigation plan.
- D. Plans at a minimum scale of 1/4"=1'0" for all floors, cross sections and finish elevations including projections and wing walls (floor plans should also show total square feet of air conditioned living area).
  1. Floor plans (all levels or floors) include area calculations for A/C area.
  2. Building section.
  3. Elevations, all sides, and section elevations if significant portions of the elevation are "shadowed" by other elements.
  4. Wall Sections (min 3/4"- 1'-0") 1). Typical building to indicate exterior finishes, eave, soffit, typical window/door installation and trim. 2). Typical porch to show column detail, beams, ceiling, flooring, steps and railing.

## **DOUBLE BRIDGES**

### **DESIGN AND DEVELOPMENT GUIDELINES/**

### **APPLICATION AND REVIEW PROCEDURES**

Page 5

- E. Plans, elevations, types of materials and other information associated with any other site improvement or ornamentation, exterior lighting, walls, fencing and screening, patios, decks, pools, porches, and signage.
- F. Samples and color chips of all exterior finishes and materials to be incorporated into the plan including roof samples.
- G. Such other information, data and drawings as may reasonably be requested by the ACC.
- H. The Review Fees.

In the event the Preliminary Review is skipped, the final submittal shall also include the survey, photos and tree survey required for the preliminary review and the total review fees.

The builder shall have trees slated for preservation marked for an on-site review by the ACC prior to submission of the Final Review application to the ACC.

#### **Alteration/Addition Review:**

If, after the initial new home construction, an owner desires to alter, add to, or in any way change the exterior appearance of the home, sufficient information shall be submitted to the ACC to allow it to fully understand the proposed alterations or addition. Such information could be as simple as a letter with a material sample or picture, or as complex as the above-stated submittals; the specific requirements will be decided by the ACC on a case-by-case basis.

#### **Conduct:**

All general contractors shall be held responsible for the acts of their employees, subcontractors, suppliers and any other persons or parties involved in construction or alteration of the home site.

- A. Ensure that the construction site is kept clean and free of all debris and waste materials, and that stockpiles of unused materials are kept in a neat and orderly fashion. Placement of dumpsters on the site is required upon the start of masonry work.
- B. Ensure there is no burning of clearing or building materials unless Forest Service permit is obtained.
- C. Installing silt fencing on sites that create the possibility of sand/soil eroding off the home site; this includes all lots adjoining lakes, buffer areas and wetland tracts.
- D. Maintain portable toilets at the construction site from the completion of site clearing.
- E. Prohibit the consumption of alcoholic beverages, illegal drugs or other intoxicants. Violators will be removed and repeat offenders will not be allowed into Double Bridges for six months.
- F. Ensure that all general contractors their employees, subcontractors and suppliers are properly insured.

## **DOUBLE BRIDGES**

### **DESIGN AND DEVELOPMENT GUIDELINES/**

### **APPLICATION AND REVIEW PROCEDURES**

Page 6

- G. Ensure that all those for whom the builder is responsible do not commit any violations of the rules and regulations of the ACC.
- H. Limit working hours for construction personnel to 7:00 a.m. to 7:00 p.m. (or sunset when earlier) Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturdays. No construction work will be allowed on Sundays or the following holidays: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and Christmas Day. The ACC may allow exceptions to this rule under special circumstances and with prior written authorization.
- I. Prohibit construction personnel from having children or pets on site.
- J. Prohibit construction personnel from having firearms or other weapons on site.
- K. Prohibit the playing of music or other sounds from non-construction activities that can be plainly heard from the edge of the property.
- L. Prohibit use of adjacent property for access or storage of material or equipment.
- M. Limit all general contractors, employees, subcontractors and suppliers to construction related activities at the designated site only. (NO FISHING, TOURING, ETC.)
- N. Ensure all general contractors, employees, subcontractors and suppliers use only designated construction access routes as described by the ACC and allowing them to enter or leave on foot.
- O. Prohibit living on site.

#### **Appeal:**

If an application for Preliminary Review or Final Review has been denied, if an approval is subject to conditions which a builder or owner feels are harsh or unwarranted, or if there are disputes of any other matter related to actions of the ACC, the builder or owner may request a hearing before the full committee of the ACC. At the hearing, the builder/homeowner will be allowed to present their position on the matter and make requests or recommendations as to an alternative action. After the hearing, the ACC will review the information presented and notify the builder of its final decision on the hearing. The decision of the ACC regarding the matter shall be final.

#### **Disclaimer:**

In connection with all reviews, acceptances, inspections, permissions, consents, or required approvals by or from the Association or the ACC contemplated under these guidelines, neither the ACC, any member of the ACC nor the Association shall be liable to an owner or to any other person on account of any claim, liability, damage or expense suffered or incurred by or threatened against any owner or such other person and arising out of or in any way related to the subject matter of any such reviews, acceptances, inspections, consents or required approvals, whether given, granted or withheld by the Association or the ACC. Approval of any plan by the ACC does not in any way warrant that the improvements are structurally sound or in compliance with St. Johns River Water Management District or other governmental agencies regulations and codes, nor does it eliminate the need for approval from the St. Johns County Building Department.



**DOUBLE BRIDGES**

DESIGN AND DEVELOPMENT GUIDELINES/

APPLICATION AND REVIEW PROCEDURES

Page 18

**ATTACHMENT #1**

TO: DOUBLE BRIDGES ARCHITECTURAL CONTROL COMMITTEE

c/o Watson Realty Corp. Assoc. Mgmt  
1410 Palm Coast Pkwy. NW  
Palm Coast, FL 32137

**ARCHITECTURAL CONTROL COMMITTEE TRANSMITTAL**

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

PHONE: \_\_\_\_\_

FOR: PHASE \_\_\_\_\_ LOT \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_  
CUSTOMER NAME \_\_\_\_\_

TYPE: \_\_\_\_\_ STANDARD MODEL \_\_\_\_\_ (NAME)  
\_\_\_\_\_ CUSTOM HOME \_\_\_\_\_  
\_\_\_\_\_ POOL \_\_\_\_\_ SPA

**PRELIMINARY REVIEW:** (All items required for review)

- \_\_\_\_\_ DESIGN REVIEW APPLICATION
- \_\_\_\_\_ SURVEY
- \_\_\_\_\_ TWO SITE PLANS WITH LIMITS OF VEGETATION TO REMAIN
- \_\_\_\_\_ TWO ARCHITECTURAL SETS OF FLOOR PLANS & ELEVATIONS
- \_\_\_\_\_ TWO CONCEPTUAL LANDSCAPE PLANS
- \_\_\_\_\_ FOUR SITE PHOTOS
- \_\_\_\_\_ \$150 REVIEW FEE

**FINAL REVIEW** (All items required for review)

- \_\_\_\_\_ REVISED DESIGN APPLICATION (as needed)
- \_\_\_\_\_ TWO FINAL SITE PLANS WITH LIMITS OF VEGETATION TO REMAIN
- \_\_\_\_\_ TWO SETS OF FINAL LANDSCAPE PLAN
- \_\_\_\_\_ TWO ARCHITECTURAL SETS OF DRAWINGS (2 SEALED)
- \_\_\_\_\_ FINAL COLOR SELECTIONS WITH COLOR SAMPLES
- \_\_\_\_\_ \$150 FINAL REVIEW FEE (\$350 TOTAL FEE)

**OTHER:**

- \_\_\_\_\_ FOUNDATION SURVEY
- \_\_\_\_\_ FINAL SURVEY
- \_\_\_\_\_ COMPLETION TRANSMITTAL
- \_\_\_\_\_ CERTIFICATE OF OCCUPANCY
- \_\_\_\_\_ ARCHITECTURAL CHANGE(S)
- \_\_\_\_\_ SITE CHANGE(S)

**DOUBLE BRIDGES**

DESIGN AND DEVELOPMENT GUIDELINES/

APPLICATION AND REVIEW PROCEDURES

Page 19

**ATTACHMENT #2**

TO: DOUBLE BRIDGES ARCHITECTURAL CONTROL COMMITTEE

c/o Watson Realty Corp. Assoc. Mgmt  
1410 Palm Coast Pkwy. NW  
Palm Coast, FL 32137

**DESIGN REVIEW APPLICATION**

BUILDER: \_\_\_\_\_

CONTRACTOR LICENSE NO: \_\_\_\_\_

SITE SUPERVISOR'S NAME: \_\_\_\_\_

DAY TIME PHONE: \_\_\_\_\_ NIGHT TIME PHONE \_\_\_\_\_

LEGAL DESCRIPTION OF LOT: \_\_\_\_\_

ADDRESS OF LOT: \_\_\_\_\_

DATE: \_\_\_\_\_

**BUILDER'S QUALIFICATIONS:**

List a minimum of three custom homes that you have built within the past five years:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**APPLICATION TYPE (CHECK ONE)**

|   | REVIEW FEES |
|---|-------------|
| <input type="checkbox"/> A. Preliminary Review – New Home Construction  | \$150       |
| <input type="checkbox"/> B. Final Review - New Home Construction - the original contemplated alteration of a home site from its natural state into a residential dwelling   | \$200       |
| <input type="checkbox"/> SPECULATIVE  |             |
| <input type="checkbox"/> PRE-SOLD   |             |
| Total amount due  | \$350       |
| <input type="checkbox"/> C. Major Alteration or Addition - a structural or site modification taking place after the original construction which is significant enough to warrant the issuance of a building permit by a governmental authority. | \$ 50       |
| <input type="checkbox"/> D. Minor Alteration or Addition - structural or site modifications of a relatively insignificant matter.   | \$25        |



**DOUBLE BRIDGES**

DESIGN AND DEVELOPMENT GUIDELINES/

APPLICATION AND REVIEW PROCEDURES

Page 20

**DESIGN REVIEW APPLICATION (Continued)**

- \_\_\_ E. Changes to, or Resubmission of Plans - whenever a submission requires more than 2 reviews prior to Final Approval an administrative fee will apply for each additional review..

\$ 100

**NEW HOME CONSTRUCTION INFORMATION**

|   |                         |                   |
|---|-------------------------|-------------------|
| Air Conditioned Space (1 <sup>st</sup> Floor) | _____                   | Square Feet       |
| Air Conditioned Space (2 <sup>nd</sup> Floor) | _____                   | Square Feet       |
| TOTAL   | _____                   | Square Feet       |
|   | (Air Conditioned Space) |                   |
| Covered Porches / Decks                       | _____                   |                   |
| Garage  | _____                   |                   |
| Other   | _____                   |                   |
| TOTAL   | _____                   | Gross Square Feet |
| Lot area covered by roof                      | _____                   | Square Feet       |

**OWNER:**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

**BUILDER:**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

**ARCHITECT:**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

**DOUBLE BRIDGES**

DESIGN AND DEVELOPMENT GUIDELINES/

APPLICATION AND REVIEW PROCEDURES

Page 21

**DESIGN REVIEW APPLICATION (Continued)**

LANDSCAPE ARCHITECT:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip