

## EXECUTIVE SUMMARY

### ARB GUIDELINES AND REVIEW PROCEDURES

Amelia Island Plantation Property Owners share a special development process designed to harmoniously blend residential/resort uses and amenities with the spectacular natural environment of Amelia Island. The Sea Pines Company of Hilton Head, South Carolina, purchased the south end of Amelia Island in 1969 and initiated a Master Planning Process for Amelia Island Plantation that focused on designing a community “**in harmony with nature**”. To support the implementation of the Master Plan, major development standards were incorporated into a Declaration of Covenants and Restrictions for the community. The Covenants and Restrictions (Covenants) were recorded against the land. These Covenants bind and involve all owners in its implementation and success of the community. Additionally, the Covenants and Restrictions vested responsibility for architectural control in the Amelia Island Company (and now its successor in interest Omni Amelia Island LLC) and provided for an architectural control process to review and approve all new construction, additions and alterations to existing structures, and other changes to the natural environment. The **Amelia Island Plantation Architectural Review Board (ARB)** was established to implement this process.

The ARB strives to encourage homes, villas, commercials/resort facilities and site improvements, including landscaping to be designed, constructed and/or installed in forms, colors and textures that blend and compliment our natural setting. Over the long and successful history of Amelia Island Plantation, architectural design, construction materials and property owner needs and preferences have changed and evolved. Additionally, design standards have been changed from neighborhood to by neighborhood to support different residential products. This evolution is intended to keep the property vibrant and to protect and enhance property values. The variations from neighborhood to neighborhood help to create a unique and distinctive property. Historic period architecture or literal historic replications are discouraged. However, design details or planning concepts from particular styles are encouraged when blended harmoniously into a contemporary, site-specific concept.

Villas and commercial/ resort facilities are generally designed and built as a whole or in phases. The design and architectural character is unified and consistent. Generally, the design standards are reflected in the product. Some Condominium and Home Owner Associations have adopted specific standards to guide modifications and to insure a uniform character for owner changes and to protect the value of common properties.

Owners should check with their respective Associations to determine if they have adopted any specific rules, regulations or standards related to exterior or interior changes. While the ARB is only concerned with changes to the exterior appearance of homes, condominiums, commercial/resort facilities, the condominium association may be concerned with interior changes since usually the condominium owner only owns the interior space typically referenced as from paint to paint. In reviewing applications from condominium owners or from owners in HOAs, the Architectural Review gives great weight to the opinions and recommendation of their respective Associations.

### **WHEN IS THE ARB REVIEW REQUIRED?**

**All new exterior construction, renovations, and site improvements for homes, condominiums, and commercial facilities within Amelia Island Plantation require review and prior approval by the AIP Architectural Review Board.** Further, all activities that affect the natural environment, such as tree removal and major re-landscaping require ARB review and approval; the addition of significant site features such as decorative ponds, lighting, fountains, patios, terraces, decks and/or swimming pools require ARB approval; and all driveway paving, whether new or a replacement of an existing driveway, requires ARB Approval.

### **DOES MAINTENANCE WORK REQUIRE ARB REVIEW?**

**Maintenance work does not require ARB approval.** Examples include re-painting, re-staining, re-roofing, and similar repairs, provided there is no change in the original exterior appearance, color or materials. If the planned maintenance activities will result in a change to the current appearance, then the Covenants and Restriction require review and approval by the AIP Architectural Review Board. ARB review is not required for minor landscaping changes but the removal of any live or dead tree six inches or greater in diameter measured 2 feet above the ground level requires an ARB Tree Removal Permit (see Tree Protection, Removal and Replacement Policy, Appendix O).

### **WHAT ARE THE PLAN REVIEW AND PERMIT PROCEDURES?**

**The Plan Review Process** New structures, additions and modifications to existing structures, docks, patios, terraces, decks, bulkheads, new landscape concepts or major landscape modifications and similar physical changes require construction plans for ARB review and approval. Construction plans, together with a completed ARB Application Form and an Application, Review and Permit Fee (Review Fee), are generally required for the ARB Review Process. The ARB encourages most applications to be submitted and reviewed in a two step process. In the first step, a preliminary or concept plan is submitted for ARB Review. After receiving preliminary approval, detailed construction plans are prepared and submitted for ARB review and final approval. This two step process reduces expensive changes and redesigns.

It has evolved from experience with an eye toward assuring quality design and construction with the least inconvenience to the owner, the architect, the contractor, and the neighbors. Smaller and less complex projects may only require a single review. The individual circumstances for each project determine how the project is reviewed.

**Layout inspection is required.** Upon approval of the required plans, the contractor stakes out the proposed improvements on the site and the location of these improvements are inspected by a representative of the ARB to verify that the planned improvements are compatible with the natural and surrounding man-made environmental elements.

**Amelia Island Plantation Community Association (AIPCA) requires payment of Impact Fees and Road Bond.** New projects and additions of 1,000 square feet or more pay both. A road bond is required for any project regardless of size where there is a potential to damage the community roads as determined by the AIPCA Common Property Committee. At the completion of construction, the road bond is returned if the roadway and shoulders are free of damage and the project is in compliance with the ARB approvals.

**ARB Building Permit is required.** The ARB issues an Amelia Island Plantation Building Permit for each approved project after the following items are completed: (1) All required plans are approved; (2) The layout inspection is completed; (3) AIPCA Impact Fees and Road Bonds are paid; (4) Nassau County Building Permit is received (when required); (5) Nassau-Amelia Utility water and sewer impact and/or tap fees are paid (when required); and (6) The ARB Compliance Agreement is executed. This ARB Building Permit allows work to start and must be continuously posted at the job site during the course of construction.

**Any changes that affect the outside appearance of the project require ARB approval prior to implementation.** Changes frequently occur during the construction process. If such changes affect the exterior appearance, the change must be approved by the ARB prior to its implementation.

**ARB Color Inspection is required.** An ARB color inspection is required prior to the application of any exterior finishes, including stain, paint, stucco and roofing. The purpose of this inspection is to ensure that all colors and finishes are compatible with the unique character of each site. Exterior maintenance where the finish (color and/or material) remains the same does not require an inspection or approval; however, all changes to existing exterior finishes require an ARB inspection and written approval.

**ARB Compliance Inspection is required.** At the completion of the project, a Compliance Inspection is scheduled with an ARB representative. If the project has been completed in

accordance with the approved plans, then the ARB certifies ARB Compliance. This certification begins the process for return of the road bond.

**Tree Removal Permits are required.** A written ARB Tree Removal Permit is required to remove any tree greater than six (6) inches or greater in diameter as measured two (2) feet above ground level.

**ARB Application, Review and Permit Fees are required.** Payment of an Application, Review and Permit Fee is required for most projects. Administrative reviews and approvals on behalf of the ARB are not charged a fee. Examples include: Tree Removal Permits, Color Inspections for existing homes and other minor architectural and landscape improvements.

For further information on the ARB requirements, to request a Tree Removal Permit or to submit a project for ARB review, please contact the ARB office at 904.277.5103 or visit the website: [www.aip-arb.com](http://www.aip-arb.com).