

SECTION I - DESIGN, REVIEW AND CONSTRUCTION PROCEDURES

INTRODUCTION

Amelia Island Plantation property owners share a unique 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. The developer commissioned an ecological analysis and land use study by the firm of Wallace, McHarg, Roberts and Todd. The consultant compiled detailed ecological studies relating to climate, topography, geology, physiography, hydrology, soils, vegetation and wildlife of Amelia Island and translated these data into a series of interpretive maps. The planners correlated the interpretive maps of the site with development opportunities, and graphically identified the relative value of all sites for various uses. This innovative process resulted in a unique master plan that balanced development with the fragile and irreplaceable natural community. This process also established significant conservation approaches that are now industry standards, some through practice and emulation and others through legislation.

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 were recorded against the land and bind and involve all owners to its implementation and success of the community. Additionally, the covenants and restrictions vest responsibility for architectural control in the Amelia Island Company (now its successor in interest, Omni Amelia Island LLC) and provide 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.

In summary, the purposes of this handbook are (1) to promote and encourage development "in harmony with nature", and (2) to present the specific guidelines of the

Architectural Review Board (ARB) for the use of property owners, their architects and contractors. These guidelines are reviewed and updated by the Amelia Island Plantation Architectural Review Board as needed. The most recently updated guidelines in effect at the time of application will control design and construction of the project.

DESIGN PHILOSOPHY

The objective of the ARB is to ensure that homes and site improvements, including landscaping, are constructed in forms, colors and textures that blend with and complement the natural contextual settings. Design statements, period architecture, or unique architectural styles are discouraged. However, design details or planning concepts from particular styles are appropriate when blended harmoniously into a contemporary, site-specific concept. Successful designs bring both the natural and built environments together in a manner that makes it difficult to determine which elements are part of the building and which elements are part of the landscape design. Courtyards, patios, terraces, balconies, and wood decks become extensions of the interior spaces as well as portions of the exterior environment when the building is effectively joined to the land.

The Long Point community and specific developer designed communities such as Heron Oaks or Ocean Club Drive are exceptions to the "no period architecture" or "unique style" rule noted above. The Covenants and Restrictions as well as applicable plats for these developments have been modified to support the particular developmental objective. However, individual designs, regardless of neighborhood, must be compatible with adjacent structures and the natural environment. The primary determination of appropriateness for a given design are first, the specific Covenants and Restrictions applicable to a given neighborhood and second, the surrounding structures and natural environment.

GENERAL DESIGN CRITERIA

Individual designs for the Plantation are evaluated in the terms of the design criteria listed and discussed below. These are:

- **SITE PLANNING**
Architectural studies must begin with a careful analysis of the entire site. This including topographic conditions, vegetation, drainage, views, easements,

setbacks, access, prevailing wind and sun patterns, soils, location and character of nearby structures. After a careful analysis of these factors, appropriate judgments can be made concerning the configuration and placement of a structure within the site. The following conditions constitute reasons to reject a particular design based on the site planning criteria including excessive cuts or fills, the removal or probable damage of significant vegetation, creation of drainage problems or blocked drainage ways, setback or easement violations, and conflicts with neighboring structures where one structure blocks the views, breezes or sunlight for another.

- SCALE

Scale is defined as the relationship of proposed structure to surrounding structures and relationship of proposed structure to site size. The latter is normally evaluated in terms of lot coverage, building height, building setbacks and overall visual impact.

- MASSING

Massing is defined as the relationship and composition of the various elements of proposed structure to site size. the latter is normally evaluated in terms of lot coverage, building height, building setbacks and overall visual impact.

- FENESTRATION

Fenestration is defined as the relationship of exterior openings (doors, windows, etc.) to the solid portions of the design and to one another.

- DETAIL

This design criterion generally describes architectural features, textures, and details and includes such things as water tables, bargeboards, windows and door trims, fascia and soffit detailing, lighting fixtures, surface texture, and similar features.

- COLOR AND TEXTURE

Colors and textures of exterior building materials must be compatible with light reflecting properties of the surrounding natural elements such as surrounding trees and shrubs, native grasses and other vegetation. Earth tone colors are generally appropriate; however, subtle contrasts between the physical elements of the design such as between the wall color and trim color are encouraged, as

are contrasts created by light and shadow patterns of overhangs, recesses and projections.

- **AESTHETICS**
Overall design quality and contextual response based on the professional judgment of the Architectural Review Board.

WHAT REQUIRES ARB REVIEW?

All new exterior construction, renovations, and site improvements for single-family homes and townhouses, condominiums, and commercial facilities within Amelia Island Plantation require review and approval by the AIP Architectural Review Board. Interior renovations that do not change the exterior appearance do not require review. All activities that affect the natural environment such as tree removal and landscaping require ARB review and approval. The addition of significant features such as decorative ponds, lighting, fountains, patios, terraces, decks, and/or swimming pools require ARB approval. The installation of a driveway, 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 repainting, restaining, reroofing, 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 original appearance, then the Covenants and Restrictions 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 (6") in diameter measured two feet (2') above the ground level requires an ARB Tree Removal Permit.

PLAN REVIEW AND PERMIT PROCEDURES

New structures, additions and modifications to existing structures, docks, bulkheads, new landscape concepts or major landscape modifications and similar physical changes require construction plans in order for the ARB to review and approve the projects. The requirements and procedures have evolved from experience with an eye forward, to

ensure quality design and construction with the least inconvenience to you, your architect, your contractor, and your neighbors.

Requirements for Preliminary Plan Submittal:

1. Completed Application
2. Application, Review and Permit Fee. Please see Appendix J for current Fee Schedule. Make all checks payable to Omni Amelia Island LLC.
3. Certified topographic and tree survey prepared by a registered surveyor or engineer for the subject property.
4. Preliminary Site Plan (1/8" = 1' or 1" = 10' scale) including the following information:
 - a. Property lines
 - b. Existing contour lines (if the parcel is substantially flat, spot elevations may be provided)
 - c. Proposed contour lines (proposed grading changes)
 - d. Stormwater Management Concept
 - e. Location, diameter and species of all trees greater than 6" diameter
 - f. AIP building setbacks
 - g. Buildings, driveways and other structures on adjacent lots within twenty-five (25) feet of subject property.
 - h. Marsh Edge Buffer (marsh front properties only).
5. Preliminary Architectural Plans (1/8" = 1' scale)
 - a. Floor Plans
 - b. Preliminary Elevations of all sides including shade and shadow as necessary to help illustrate the architectural character (1/8" = 1' scale).
6. Photographs or photographic mosaics of adjacent properties and views from all sides of subject property. Each photograph shall be labeled with direction from subject property.
7. The maximum sheet size is 24" x 36" unless otherwise approved.
8. One (1) electronic copy of complete Preliminary Plan package submittal in pdf format. Electronic file may be provided via e-mail or provided on CD. This Preliminary Plan submittal will include:
 - a. Completed Application
 - b. Certified Topographic and Tree Survey
 - c. Preliminary Site Plan

- d. Preliminary Floor Plans
- e. Preliminary Elevations
- f. Photographs of adjacent properties and views.

Concept Plan Submittal

1. As an alternate to submitting complete preliminary plans, the ARB offers an option for a Concept Plan review.
2. The submission requirements are the same as the preliminary review except that only the front elevation is required as opposed to all elevations. All other submittal requirements apply.
3. If the Concept Plan is approved by the ARB, then the applicant may proceed to the submission of the Final Plans.
4. The Architectural Review Board recommends satisfactorily completing the "preliminary review" process before proceeding to the final review. However, applicants are provided the option of jumping from conceptual review to final review. In making this leap, the applicants assume the risk of having the final package rejected. Modifications or scale redesign of construction documents is generally more expensive than changing 1/8" elevation sketches. **The applicant also accepts the responsibility of making sure the final design is completed in a manner that accurately reflects the design shown in the conceptual submission.**

Review Outcomes for Preliminary and Conceptual Reviews

The ARB will review complete application submittals and:

- a. Either approve Preliminary or Conceptual design and request a stakeout (a stake at each building corner with a string connecting the stakes) of the building and driveway to verify tree locations and other relationships.
- b. Or approve Preliminary or Conceptual design with or without conditions.
- c. Or disapprove Preliminary or Conceptual design, outlining inconsistencies with general design criteria, site specific design standards and/or covenants and restrictions, and request submission of revised Preliminary or Conceptual design.

Requirements for Final Plan Submittal

1. Revised Application, if necessary.
2. Final Site Plan with the same information as preliminary site plan except in complete form.
3. Complete Construction Documents.
4. Landscape Plan (1/8" = 1'scale).
5. Construction documents shall be presented in one (1) half-scale set of all plans (building, site, survey, and landscape). Either 11" x 17" or 12" x 18" sheets as necessary will be acceptable.
6. One (1) electronic copy of same plan set in pdf format. Electronic file may be e-mailed or provided on CD.

Additions and Renovations

1. Application packages for renovations and additions are the same as above except as follows:
 - a. Partial plans illustrating only modified areas are acceptable in certain cases.
 - b. The scale of the plans will be determined by the size of the addition, i.e., 1/4" scale plans are acceptable for small additions.
 - c. Certified tree and topographic survey may be omitted where the addition has a minimum or no impact on trees and/or topography and the renovation or addition is contained within all required building setbacks.
 - d. Photographs or photographic mosaics of adjacent properties and views are only required to the sides of the subject property impacted by proposed addition.

Community Notice Policy and Procedures (revised 11/8/16)

1. The regular meeting of the Architectural Review Board is generally the 2nd Tuesday of each month (see annual schedule in Appendix C). Updates to the annual meeting schedule can be found on the Monthly Calendar via the ARB website - www.aip-arb.com.

2. Applications and project documents for review shall be submitted to the ARB administrator by 5:00 PM (11 days) preceding the established meeting date.
3. Home Owner and Condominium Association Review:
 - a. It is the ARB's intent to post the ARB agenda and project documents to be reviewed by the ARB one (1) week prior to the established meeting date.
 - b. It is the ARB's intent to encourage affected home owners and condominium associations to review plan submissions and provide their comments and concerns to the ARB regarding proposed plans related to their specific community or association.

CONSTRUCTION PROCEDURES

After the approval of all final plans including landscape and **prior to the start of construction (including clearing or demolition)**, the contractor must satisfy the following steps:

1. Stake out the proposed lot improvements and schedule a Layout Inspection. At a minimum the Layout Inspection shall include the contractor, the ARB representative, and lot clearing subcontractor.
 - a. The Contractor shall stake each building corner and connect all stakes with a string line so as to outline the building walls. Separately stake the proposed outline of the driveway and connect with a string line. Flag all trees proposed for removal with orange surveyor's tape. It is the responsibility of the contractors to stake the proposed building, flag the trees to be removed and schedule an inspection of the final layout with the ARB. If the lot is lagoon, marsh or sound front lot, the contractor shall install a silt barricade at the marsh edge buffer in the case of marsh and sound lots and 10 feet back from the water edge in the case of a lagoon lot.

This barricade shall be approved concurrently with the final stakeout and must remain until landscaping is completed.

- b. Upon approval of the Layout Inspection, the contractor is authorized to install, or have installed, a temporary construction access of compacted lime rock. Specific dimensions may vary. In no case shall the width or length of the reinforced apron be less than required to accommodate construction equipment and protect the edges of the paved roadway. If road is damaged as the result of construction, it must be repaired.
 - c. **No tree removal, clearing, or construction may precede the execution of the Compliance Agreement and the on-site posting of the ARB Building Permit.**
 - d. Foundation work may not commence until potable water, temporary toilet facilities, and electric power are available on the lot. **Borrowing water or electric power from neighboring properties is strictly prohibited.**
2. Pay required Impact Fees and Road Bonds to the Amelia Island Plantation Community Association. The Check-Off and Contact Form documents payment of AIPCA impact fees and road bond as applicable and ensures Public Safety notification of pending construction activity (Form attached as Appendix F).
 3. Provide proof of Nassau County Building Permit as applicable.
 4. Provide proof of payment for water and sewer impact/tap fees as applicable.
 5. Execute Compliance Agreement with ARB. The Compliance Agreement is a document signed by the ARB and the contractor which guarantees that construction will adhere to the guidelines and approved plans and specifications for a specific lot.
 6. The Architectural Review Board prefers that all Compliance Agreements be signed by the licensed and responsible contractor. However, for minor projects, the Compliance Agreement may be signed by the property owner. However, in signing the ARB Compliance Agreement, the property owner assumes responsibility for ARB compliance.
 7. **During construction but prior to the application of exterior finishes including stain, paint, stucco, and roofing, the contractor shall schedule a Color Inspection at the site with the ARB representative for approval**

of exterior colors and finishes. It is the responsibility of the contractor to provide samples of sufficient size to evaluate the visual aesthetic impact of the particular finish.

8. At the completion of the project, including landscaping, the contractor shall schedule a Compliance Inspection at the site with an ARB representative. The AIPCA Road Bond referenced in item 2 above will not be refunded to the contractor until the ARB certifies that the project is in compliance with all requirements as outlined in the Compliance Agreement.

9. General Requirements:

- a. No signs or permits may be nailed on trees.
- b. All signs must receive ARB approval prior to installation (See Appendix B, illustrations B1, B2, and B3 for approved construction signs).
- c. Job sites must be kept clean and orderly. The utilization of a dumpster is required. Dumpsters must be in place prior to the start of vertical construction and covered at all times.
- d. If construction actively impacts free access within the adjacent right-of-way, then proper safety equipment and maintenance of traffic is required, i.e., traffic cones, barricades, and/or flashing lights. If directing of traffic is required for more than one hour, personnel must also be provided to control the situation.