

# Hammock Dunes Design Review Committee

## DESIGN REVIEW APPLICATION

SUBMITTED BY: \_\_\_\_\_

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

SUBMITTAL ADDRESS \_\_\_\_\_ LOT # \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

REGISTERED FLORIDA ARCHITECT: \_\_\_\_\_

FLORIDA LICENSE NUMBER: \_\_\_\_\_

REGISTERED FLORIDA LANDSCAPE ARCHITECT: \_\_\_\_\_

FLORIDA LICENSE NUMBER: \_\_\_\_\_

LICENSED FLORIDA CONTRACTOR: \_\_\_\_\_

FLORIDA LICENSE NUMBER: \_\_\_\_\_

TYPE: \_\_\_\_\_ STANDARD MODEL: \_\_\_\_\_ (NAME)

\_\_\_\_\_ CUSTOM HOME \_\_\_\_\_ HOME ADDITION

\_\_\_\_\_ POOL \_\_\_\_\_ SPA \_\_\_\_\_ SCREEN ENCLOSURE

\_\_\_\_\_ MISC. (FENCE, PAINT, SATELLITE DISH, PAVERS, ETC.)

**FEES:** The Design Review Fee covers the normal review process of Design Application and Concept Review with comments back from Committee and Final Construction Plan Review with those comments being addressed. If comments are not addressed at Final Construction Plan Review or major revisions are required for Final Construction Plan approval an additional fee covering the direct costs of the Committee will be charged. Design Review fees are as follows:

\_\_\_\_\_ \$3,000 New Home Construction

\_\_\_\_\_ \$500 Major Alteration or Addition to an existing residence

\_\_\_\_\_ \$250 Minor Alteration or Addition to an existing residence or lake slope treatment

\_\_\_\_\_ \$250 Changes to or Resubmission of Plans

\_\_\_\_\_ \$1,000 New Builder review

- \_\_\_\_\_ \$50      Review of files for previous construction
- \_\_\_\_\_ No Fee    Fence, paint, satellite dish, pavers, other minor improvements

**Notes** (see **EXHIBIT C: FEES AND CONSTRUCTION DEPOSIT REQUIREMENTS**)

- 1) Review fees for New Home Construction and Major Alteration or Addition include Design Review Committee Review plus up to two (2) hours professional review.
- 2) Review fee for Minor Alteration or Addition includes Design Review Committee Review plus up to one (1) hours professional review.
- 3) All fees are subject to \$150.00 per hour additional charge – which ever is greater.
- 4) Submittals for review from existing residences for minor changes (paint color, mailbox, fence, solar collection system, etc.) shall not require a review fee.

**DESIGN REVIEWS**

**Concept Review:** see **EXHIBIT A: SUBMITTAL/TRANSMITTAL CHECKLIST** for all requirements.

**Final Plan Review:** see **EXHIBIT A: SUBMITTAL/TRANSMITTAL CHECKLIST** for all requirements.

**CONSTRUCTION/ALTERATION/ADDITION MILESTONES:** The Builder shall specify completion times (in months) for each new construction, alteration or addition milestone listed below. The Builder shall notify the DRC well in advance of any changes in these completion milestones:

<b>Construction/Alteration/Addition Milestone*</b>	<b>Completion Time (Months)</b>
1a. Lot Clearing/Demolition/Foundation: plumbing roughed in & slab poured. (Granada/Island Estates & Villas)	
1b. Lot Clearing/Demolition/Foundation: Pilings and Grade Beams poured. (Grande Mer, Playa del Sur, Carino la Mer)	
2a. Framing/Structure: exterior walls, roof trusses, roofing dry-in, windows & doors. (Granada/Island Estates & Villas)	
2b. Framing/Structure: exterior walls, roof trusses, roofing dry-in, plumbing roughed in, windows & doors. (Grande Mer, Playa del Sur, Carino la Mer)	
3. Outside & Inside Finishes: electric, plumbing, drywall, cabinetry, roof tile, paint.	
4. Driveway & Landscaping: Ready for Certificate of Occupancy.	
5. Certificate of Occupancy: Ready for Buyer Move-in.	

\*See **EXHIBIT H: COMMON VIOLATION AND FINE SCHEDULE**

**CONSTRUCTION START:** (All items required for construction start)

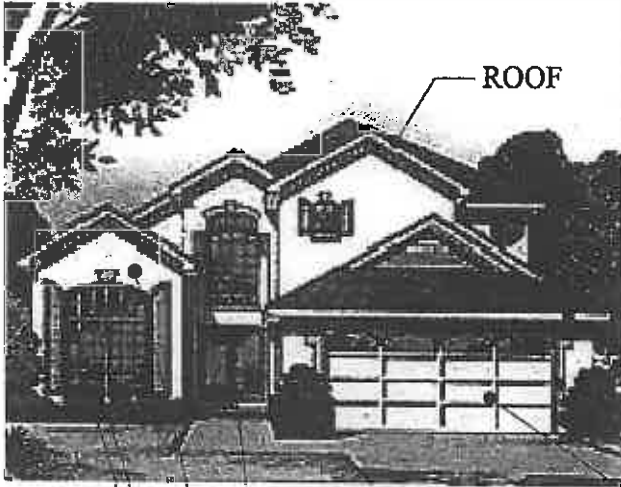
- \_\_\_\_\_ Deposit/Irrevocable letter of credit/construction loan
- \_\_\_\_\_ \$10,000 Deposit (New Home Construction)
- \_\_\_\_\_ \$5,000 Deposit (Major Alteration or Addition)
- \_\_\_\_\_ \$2,500 Deposit for Minor Alteration or Addition to an existing residence or  
Lake Slope Treatment
- \_\_\_\_\_ \$1,000 Deposit for driveway brick paver renovation
- \_\_\_\_\_ **HDOA EXHIBIT F: CONSTRUCTION AGREEMENT**
- \_\_\_\_\_ Pre-Construction Meeting (At property with clearing limits marked)

**FINAL INSPECTION AND ACCEPTANCE:** (All items required for New Home Construction  
Final Inspection and Acceptance)

- \_\_\_\_\_ Final survey (For Island Estates show storm retention areas(s))
- \_\_\_\_\_ Completion transmittal
- \_\_\_\_\_ Certificate of Occupancy
- \_\_\_\_\_ For Island Estates storm water retention certification

# Hammock Dunes Design Review Committee

## EXTERIOR COLORS AND MATERIALS



**EXTERIOR COLORS & MATERIALS**  
NOTE: SAMPLES and/or COLOR CHIPS OF ALL EXTERIOR FINISHES and MATERIALS MUST ACCOMPANY FINAL REVIEW SUBMITTAL.

ROOF

FACIA

TRIM BANDING

GARAGE DOOR

FRONT DOOR

WALLS

WINDOW FRAMES

WINDOW SHUTTERS

A: ROOF  
Color \_\_\_\_\_  
Mfg \_\_\_\_\_  
Material \_\_\_\_\_

B: FACIA  
Color \_\_\_\_\_  
Mfg \_\_\_\_\_  
Material \_\_\_\_\_

C: SHUTTERS  
Color \_\_\_\_\_  
Mfg \_\_\_\_\_  
Material \_\_\_\_\_

D: WALLS  
Color \_\_\_\_\_  
Mfg \_\_\_\_\_  
Material \_\_\_\_\_

OTHER: \_\_\_\_\_  
Color \_\_\_\_\_  
Mfg \_\_\_\_\_  
Material \_\_\_\_\_

E: GARAGE DOOR  
Color \_\_\_\_\_  
Mfg \_\_\_\_\_  
Material \_\_\_\_\_

F: TRIM BANDING  
Color \_\_\_\_\_  
Mfg \_\_\_\_\_  
Material \_\_\_\_\_

G: WINDOW FRAMES  
Color \_\_\_\_\_  
Mfg \_\_\_\_\_  
Material \_\_\_\_\_

H: FRONT DOOR(S)  
Color \_\_\_\_\_  
Mfg \_\_\_\_\_  
Material \_\_\_\_\_

OTHER: \_\_\_\_\_  
Color \_\_\_\_\_  
Mfg \_\_\_\_\_  
Material \_\_\_\_\_

## Hammock Dunes Design Review Committee

### SUBMITTAL/TRANSMITTAL CHECKLIST

SUBMITTED BY: \_\_\_\_\_

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

SUBMITTAL ADDRESS \_\_\_\_\_ LOT # \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Check all items applicable below**

***Refer to DESIGN REVIEW MANUALS for complete  
Details and Requirements.***

**NOTE: ALL** items must be submitted to be included on Hammock Dunes Design Review Committee Meeting, 10 days prior to meeting regularly Second Monday of each month.

#### **NEW RESIDENCE**

##### **CONCEPTUAL REVIEW ITEMS**

- A. **EXHIBIT B: DESIGN REVIEW APPLICATION**
- B. **EXHIBIT C: FEES AND CONSTRUCTION DEPOSIT REQUIREMENTS**
- C. Conceptual Architectural floor plans and elevations  
Signed and Sealed by **REGISTERED FLORIDA ARCHITECT**
- D. Conceptual site plan showing the approximate location and dimensions of all improvements. This plan should show the relationship of all building(s) on adjacent properties.  
**NOTE:** For Island Estates Lots plans shall be to water's edge, and show required storm water retention area(s).  
Signed and Sealed by a **REGISTERED FLORIDA LANDSCAPE ARCHITECT**
- F. Conceptual Landscape Plan showing existing vegetation to remain, proposed trees, shrubs and ground cover plantings  
**NOTE:** For Island Estates Lots plans shall be to water's edge, and show required storm water retention area(s).  
Signed and Sealed by a **REGISTERED FLORIDA LANDSCAPE ARCHITECT**
- G. Aerial photo from Google Earth or Flagler County Property Appraiser web site
- H. Photos of the existing site and adjacent homesites on sides across street

- I. Other information, photos, brochures, or items to further illustrate design elements
- J. Electronic submittal of "all" items included to cgeorg@ssmgroupinc.com or CD or thumb drive.

**FINAL REVIEW ITEMS** (Addressing all comments from Conceptual Review)

- A. **EXHIBIT B: DESIGN REVIEW APPLICATION**
- B. **EXHIBIT C: FEES AND CONSTRUCTION DEPOSIT REQUIREMENTS**
- C. Final Architectural Plans at ¼" = 1'-0" floor plans, elevations, sections, details  
Exterior trim details at 1½" = 1'-0", space allocations; a/c, non-a/c, total sf.  
Signed and sealed by **REGISTERED FLORIDA ARCHITECT**
- D. Site Plan/Survey at 1" = 20 ft., showing property dimensions, all proposed improvements, finished floor elevations, all setbacks, grading and drainage information, trees over 3" caliper  
Signed and sealed by **REGISTERED FLORIDA LAND SURVEYOR**  
**NOTE:** For Island Estates Lots, plans shall be to the water's edge and show required storm water retention area(s).
- E. Conceptual Landscape Plan at 1" = 20 ft. showing existing vegetation to remain, proposed trees, shrubs, and ground cover plantings with preliminary plant list indicating size (ht. × spd.), spacing, sod, mulch, etc. and estimated quantities
- F. **FINAL LANDSCAPE AND IRRIGATION PLANS**  
Final Landscape and Irrigation Plans are required to be submitted for approval at the time of Construction Milestone 2a of **EXHIBIT B: DESIGN REVIEW APPLICATION**.  
Landscape Plan at 1" = 20 ft. showing existing vegetation to remain, proposed trees, shrubs, and ground cover plantings with plant list indicating size (ht. × spd.), spacing, sod, mulch, etc. and quantities  
Irrigation Plan at 1" = 20 ft. indicating point of connection, main lines, all zone valves, specifications for all heads and irrigation components  
Signed and sealed by **REGISTERED FLORIDA LANDSCAPE ARCHITECT**  
**NOTE:** For Island Estates Lots, plans shall be to water's edge and show required storm water retention area(s).
- G. Exterior Materials, Colors, and Finishes: Provide all associated exterior materials, colors, and finishes for improvements, e.g.: pavers, fences, screen enclosures, etc. with samples/color chips as required. (**EXHIBIT D: EXTERIOR COLORS AND MATERIALS**)
- H. Other, as may be specified by DRC.
- I. Electronic submittal of "all" items included to cgeorg@ssmgroupinc.com or CD or thumb drive.

## ALTERATION OR ADDITION

### CONCEPTUAL REVIEW ITEMS

- A. **EXHIBIT B: DESIGN REVIEW APPLICATION**
- B. **EXHIBIT C: FEES AND CONSTRUCTION DEPOSIT REQUIREMENTS**
- C. Conceptual Architectural floor plans and elevations shown on original Architectural Plans  
Signed and Sealed by **REGISTERED FLORIDA ARCHITECT**
- D. Conceptual site plan showing the approximate location and dimensions of all improvements  
Shown on existing sit plan/survey and showing the relationship of all building(s) on adjacent properties  
**NOTE:** For Island Estates Lots plans shall be to water's edge, and show required storm water retention area(s).
- E. Conceptual Landscape Plan showing existing vegetation, existing and proposed trees, shrubs and ground cover plantings  
**NOTE:** For Island Estates Lots plans shall be to water's edge, and show required storm water retention area(s).  
Signed and Sealed by a **REGISTERED FLORIDA LANDSCAPE ARCHITECT**
- G. Aerial photo from Google Earth or Flagler County Property Appraiser web site
- H. Photos of the existing residence and site and adjacent homesites on sides across street
- I. Other information, photos, brochures, or items to further illustrate design elements
- J. Electronic submittal of "all" items included to [cgeorg@ssmgroupinc.com](mailto:cgeorg@ssmgroupinc.com) or CD or thumb drive.

### FINAL REVIEW ITEMS

- A. **EXHIBIT B: DESIGN REVIEW APPLICATION**
- B. **EXHIBIT C: FEES AND CONSTRUCTION DEPOSIT REQUIREMENTS**
- C. Final Architectural Plans at  $\frac{1}{4}'' = 1'-0''$  floor plans, elevations, sections, details  
Exterior trim details at  $1\frac{1}{2}'' = 1'-0''$ , space allocations, a/c, non-a/c, total sf.  
Signed and sealed by **REGISTERED FLORIDA ARCHITECT**
- D. Site Plan/Survey at  $1'' = 20$  ft., showing property dimensions, all proposed improvements, finished floor elevations, all setbacks, grading and drainage information, trees over 3" caliper  
Signed and sealed by **REGISTERED FLORIDA LAND SURVEYOR**  
**NOTE:** For Island Estates Lots, plans shall be to the water's edge and show required storm water retention area(s).

- E. Conceptual Landscape Plan at 1" = 20 ft. showing existing vegetation, existing and proposed trees, shrubs, and ground cover plantings with preliminary plant list indicating size (ht. x spd.), spacing, sod, mulch, etc. and estimated quantities

- F. **FINAL LANDSCAPE AND IRRIGATION PLANS**

Final Landscape and Irrigation Plans are required to be submitted for approval at the time of Construction Milestone 2a of **EXHIBIT B: DESIGN REVIEW APPLICATION**.

Landscape Plan at 1" = 20 ft. showing existing vegetation to remain, proposed trees, shrubs, and ground cover plantings with plant list indication size (ht. x spd.), spacing, sod, mulch, etc. and quantities

Irrigation Plan at 1" = 20 ft. indicating point of connection, main lines, all zone valves, specifications for all heads and irrigation components

**NOTE:** For Island Estates Lots, plans shall be to water's edge and show required storm water retention area(s).

Signed and sealed by **REGISTERED FLORIDA LANDSCAPE ARCHITECT**

- G. Exterior Materials, Colors, and Finishes: Provide all associated exterior materials, colors, and finishes for improvements, e.g.: pavers, fences, screen enclosures, etc. with samples/color chips as required. (**EXHIBIT D: EXTERIOR COLORS AND MATERIALS**)
- H. Other, as may be specified by DRC.
- I. Electronic submittal of "all" items included to cgeorg@ssmgroupinc.com or CD or thumb drive.

## **NEW BUILDER REVIEW (if required)**

- A. **FLORIDA LICENSED GENERAL CONTRACTOR**
- B. Brief Builder Biography
- C. Builder company outline, staff, equipment etc.
- D. Builder Experience, e.g.: plans, photos, size, value.
- E. References
- F. Electronic submittal of "all" items included to cgeorg@ssmgroupinc.com or CD or thumb drive.

## **MISCELLANEOUS SUBMITTAL**

**(fence, paint, satellite dish, hardscape, landscape renovations, etc.)**

- A. **REPAINT:** photos of existing, color samples of proposed colors/materials
- B. **NEW FENCE:** photos of existing property, location on property survey off property line, brochure or photo of fence, proposed buffer landscape plantings if required.
- C. **SATELLITE DISH:** photos of proposed location, location on property survey, brochure or photo of dish, proposed buffer landscape plantings if required



- D. **NEW HARDSCAPE**: photos of proposed location, location on property survey, brochure or photos of proposed item(s).
- E. **Landscape Renovation**: photos of proposed location(s), landscape plan showing existing vegetation, existing and proposed trees, shrubs, and ground cover with plant list indicating size (ht. x spd.), spacing, sod, mulch, etc. and quantities.
- F. **EXISTING TREE REMOVAL**: Indicate on site survey or existing landscape plan trees to be removed. Include tree type and size. Provide photos of trees and mark trees with a band of survey ribbon for field evaluation. Tree removal deposit if required.
- G. **LAKE SLOPE TREATMENT**: Indicate on site survey showing existing conditions the proposed lake slope treatment option from **EXHIBIT J: LAKE SLOPE TREATMENT OPTIONS**. (Not required for island estates.)
- H. Geothermal Closed Loop System see **EXHIBIT K: GEOTHERMAL CLOSED LOOP SYSTEM**.
- I. Other, contact DRC for requirements.
- J. Electronic submittal of "all" items included to [cgeorg@ssmgroupinc.com](mailto:cgeorg@ssmgroupinc.com) or CD or thumb drive.

## Hammock Dunes Design Review Committee

### FEES AND CONSTRUCTION DEPOSIT REQUIREMENTS

#### FEES

##### **New Home Construction**

\$3000 Design Review Fee – Covers the normal process of evaluating concept architectural and landscape submittals and reviewing final plans that address DRC comments. Includes interim inspection of construction progress and final acceptance. Additional reviews or time spent outside the normal review and inspection process may be subject to \$150 per hour additional charge.

\$10,000 Refundable Construction Deposit – Required before construction begins. See DEPOSITS for specifics.

##### **Major Alteration or Addition**

\$500 Design Review Fee – Covers structural or site modifications after original construction that affects or alters the existing exterior architecture, foot print and or square footage, or exterior appearance in any fashion or warrants the issuance of a building permit by a governmental authority. Also covers additions of pools, screen enclosures and docks. Includes up to two hours of professional review, but an additional fee of \$150 per hour may be charged for overly complex submittals.

\$5000 Refundable Construction Deposit – Required before work begins. See DEPOSITS for specifics.

##### **Minor Alteration or Addition**

\$250 Design Review Fee – Structural or site modifications of a relatively minor nature that do not require issuance of a building permit by a governmental authority. Also covers installation of lake slope treatment and landscape alterations. Includes up to one hour of professional review; however additional reviews or time spent outside the normal review and inspection process may be subject to \$150 per hour additional charge.

\$2500 Refundable Construction Deposit – Within the discretion of the DRC, this deposit is required for installation of lake slope treatment or other minor alterations.

##### **Plan Change Fee**

\$250 Design Review Fee – This fee is required for re-submittals or any major change to the original approved plans during new home construction. (Note – An additional \$50 fee is required to retrieve prior construction plans)

##### **New Builder Review Fee**

\$1000 Review Fee – One time fee to obtain general contractor approval to build in Hammock Dunes

## **No Fee**

Minor improvements to an existing residence such as fence, pavers, solar panel, satellite dish, exterior paint color change, mailbox, etc. However, DRC approval is still required.

## **DEPOSITS**

### **CONSTRUCTION DEPOSIT**

The Builder shall deposit ten thousand dollars (\$10,000) for New Construction or five thousand dollars (\$5,000) for a Major Alteration or Addition with the HDOA. The construction deposit will be held in an interest bearing account until the improvements are complete and the DRC performs its Final Inspection and Acceptance. Any accruing interest will be used to fund the Hammock Dunes Owners' Association administrative costs and not refunded. The construction deposit will be refunded to the person/entity that submitted the check (name on the check).

In the event the DRC finds the need to utilize these funds for any of the purposes enumerated below, the DRC shall, except in an emergency, give the Builder two (2) business days within which to begin to correct the problem. If the action is not begun within that time, the DRC is authorized to remedy the situation and withdraw funds from the Construction Deposit and/or the Letter of Credit to cover any expenses. The Builder must replace any funds withdrawn from the construction deposit within five (5) business days of notification of the withdrawal by the DRC.

The construction deposit may be used to offset any costs incurred by the HDOA or the DRC to:

1. Repair damage to any property caused by the Builder or their subcontractors, suppliers and representatives during construction;
2. Pay for any cleanup of the site and adjacent property not performed by the Builder;
3. Bring the homesite and any structures thereon into compliance with the requirements of the Master and Neighborhood Declarations and the Design Review Manual;
4. Recover legal fees and other costs incurred by DRC in order to correct any construction or alteration not performed in substantial compliance with the plans receiving Final Approval;
5. Comply with the terms of the **EXHIBIT F: CONSTRUCTION AGREEMENT**.

### **COMPLETION GUARANTEE**

**Cash Deposit, Irrevocable Letter of Credit and Construction Loan Commitment** – To verify adequate funds are available to complete the proposed construction, for each New Construction or Major Alteration or Addition, the Owner/Builder shall also provide one of the three (3) following requirements contemporaneous with signing the HDOA **EXHIBIT F: CONSTRUCTION AGREEMENT**:

1. **Cash Deposit** – The Owner/Builder may deposit with the Hammock Dunes Owners' Association the sum of one hundred thousand dollars (\$100,000) for New Construction OR ten percent (10%) of the documented cost of construction approved by the DRC (new home construction) not to exceed one hundred thousand dollars (\$100,000). For a major alteration or addition, the cash deposit is ten percent (10%) of the documented

cost of construction. Any accruing interest will be used to fund the Hammock Dunes Owners' Association administrative costs and not refunded. The cash deposit will be refunded to the person/entity that submitted the check (name on the check).

2. **Irrevocable Letter of Credit** – Submit an Irrevocable Letter of Credit in the amount of one hundred thousand dollars (\$100,000) for New Construction or ten percent (10%) of the documented cost of construction approved by the DRC (new home construction) not to exceed one hundred thousand dollars (\$100,000) to be held by the HDOA until all requirements of this agreement, including Final Inspection and Acceptance, are complete. For a major alteration or addition, the irrevocable letter of credit is ten percent (10%) of the documented cost of construction. A sample of an Irrevocable Letter of Credit is attached (Appendix C).
3. **Construction Loan Commitment** – Provide to the DRC an original copy of the construction loan commitment from an institutional lender. The institutional lender and the form of the construction loan commitment are subject to review and approval of the DRC. The construction loan commitment shall be for the applicable residence only.

### **TREE REMOVAL DEPOSIT**

When approval is granted by DRC for tree removal and a replacement tree is required a refundable deposit of \$400 per caliper inch of replacement is required until replacement tree is installed.