

APPENDIX A

PLAN SUBMITTAL CHECKLIST

Submission Date _____ Review Date _____
Property Address _____ Lot _____ Unit _____

Listed below in checklist form for your convenience are informational requirements needed for the ARC to evaluate the Preliminary Plans for compliance with the Brady Point Preserve Guidelines and Standards.

I. Minimum Requirements for Preliminary Submittal:

- A. Completed Application filed on-Line at www.bradypointpreserve.com
 - Completed Application

- B. Pay Application, Review and Permit Fee to Amelia Island Management.
 - Application Fee

- C. Certified Topo and Tree Survey by a Registered Land Surveyor or Engineer.
 - Topographic and Tree Survey

- D. Preliminary Site Plan (1"=10' or larger) with the following information:
 - Property Lines
 - Building Restriction and Natural Buffer lines
 - Existing Topographic Contour Lines
 - Proposed Topographic Contour Lines (grading)
 - Storm Water Management Concept
 - Location, diameter and species of all trees greater than 6 inches
 - Location of structure, walks, drives, patio, decks or terraces, retaining walls, fences, exterior lighting and similar features

- E. Preliminary Floor Plans and All Elevations (1/8" to 1'). The elevations may include shade and shadow to help illustrate the architectural character.
 - All Floor Plans
 - All Elevations

Submission Date _____ Review Date _____
Property Address _____ Lot _____ Unit _____

Listed below in checklist form for your convenience are informational requirements needed for the ARC to evaluate the Final Plans for compliance with the Brady Point Preserve Guidelines and Standards.

II. Minimum Requirements for Final Submittal:

- A. Revised Application (If needed)
- Revised Application
- B. Final Site Plan with same information as Preliminary Site Plan except with updates, corrections and all dimensions and details as needed.
- Updated Final Site Plan
 - Driveway and swale grades
 - Culvert invert and top of headwall grades
- C. Complete Construction Documents with dimensioned elevations, floor plans and section(s) and/or detail(s) depicting materials, geometry and techniques of proposed construction and electrical plan addressing exterior lighting.
- All dimensioned elevations
 - All dimensioned floor Plans
 - Roof Plan
 - Dimensioned building/wall sections and/or construction details
 - Exterior lighting plan (Includes cut sheet for all exterior fixtures with the location shown on Final Constructions Documents and site located fixtures shown on Final Site Plan or Final Landscape Plan)
- D. Final Landscape Plan (See Appendix B)
- Final Landscape Plan
- E. Color and material samples for exterior finishes and colors as applicable including but not limited to the following:
- Foundations
 - Roofs
 - Fascia
 - Soffits
 - Solar Collectors
 - Walls
 - Rails/Columns
 - Porch Floors/ Ceilings

- Windows
- Doors
- Garage Doors
- Walkways/Driveways/Terraces, etc.
- Shutters
- Exterior Lighting Fixtures
- Other Exterior Finishes/Colors

III. Plan Submittal Standards:

- A. Deadline for Submittals is one (1) week prior to scheduled ARC Meeting.
- B. All Plans and documents are submitted pdf document, on-line via the Association's website, www.bradypointpreserve.com except as noted below:
 - 1. Application, Review and Permit Fee paid by check or money order payable to BPPCA, Inc. C/O Amelia Island Management.
 - 2. Road and Performance Deposits paid by Check or Money Order payable to BPPCA, Inc. C/O Amelia Island Management.
 - 3. Certified Copy of Tree and Topographic Survey provided to ARC C/O Amelia Island Management.
 - 4. One (1) hard copy of Final Construction Plans and Specifications including Final Site and Landscape Plans. Final Construction Plans shall be submitted in a ½ scale format and printed on 11"x 17" or 12"x 18" paper as appropriate provide to ARC C/O Amelia Island Management.
 - 5. Checks, hard copies of Plans specifications and other documents requiring physical or mail delivery are provided C/O Amelia Island Management. The physical, postal and package delivery address is **5440 First Coast Highway, Amelia Island, Florida 32034**. The Phone number is (904) 277-5122.