

APPE DIX E
MASTER APPLICATION, REVIEW AND CONSTRUCTION CHECKLIST

Lot Number:	Subdivision Unit:	Lot Owner(s):	Project Type: New Home
Architect:	Contractor:		

TASK NUMBER	REQUIRED TASKS (unless waived)	DATE TASK COMPLETED	DATE TASK WAIVED	COMMENTS AND DOCUMENTATION
	ARC Application for Review and Construction			
1	Complete Application filed on-line at www.bradyointpreserve.com			
2	Application, Review and Permit Fee paid to Amelia Island Management (AIM), 5440 First Coast Hwy.			
	Conceptual Review (Optional)			
3	Elevations			
4	Landscape Concept Plan			
5	ARC Review and Response to Conceptual Review Submittal			
	Preliminary Review Submittal			
6	Tree and Topographic Survey			
7	Preliminary Site Plan			
8	Preliminary Floor Plans and Elevations			
9	ARC Review and Response to Preliminary Review Submittal			
	Final Review Submittal			
10	Revised Application (if necessary)			
11	Final Site Plan Submitted			
12	Final Floor Plan and Elevations Submitted			
13	Final Landscape Plan Submitted			
14	Samples of Exterior Colors and Materials Submitted			
15	ARC Review and approval of Final Review Submittal			
16	BOD Final Approval Letter			

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	Construction Process			
17	1/2 size hard copy of all final plans 11" x 17" or 12" x 18" as appropriate) provided by Contractor			
18	Stake-out Inspection By ARC Member			
19	Approval of Tree Protection Barriers & Erosion Fencing as may be required			
20	Installation of Construction Access Apron By Contractor			
21	Copy of Nassau County Building Permit Provided to ARC			
22	Payment of BPP Road Bond to AIM			
23	Payment of BPP Performance Bond to AIM			
24	Road Way Photographs by AIM			
25	ARC Building Permit Letter Provided To Applicant			
26	Monthly Compliance Inspections			
27	Revised Landscape Submittal (If required)			
	FINAL INSPECTIONS/BOND REFUNDS			
28	Applicant Requests Final Inspections <i>Association has 15 days to Find Const. Substantially complete or identify specific remedies in writing</i>			
29	Final ARC Compliance Inspection			
30	Final ARC Landscape and Buffer Compliance Inspection			
31	Final Road Edge Inspection by AIM			
32	ARC Recommendation to refund Performance Bond			
33	AIM Recommendation to refund Road Bond			
34	Board of Directors Authorization to refund Road and Performance Bonds			
35	Road and Performance Bonds Refunded			