

## VIII. PLAN REVIEW AND PERMIT PROCEDURES

In order to provide a systematic and uniform review of each proposed structure or improvement, the following permit and review procedure will be followed. It has evolved from experience with an eye forward, assuring quality, design, and construction with the least inconvenience to the property owners, their architects and contractors.

### A. Minimum Requirements for Preliminary Submittal:

1. Completed Application, filed on-line at [www.bradypointpreserve.com](http://www.bradypointpreserve.com) , **Architectural Review Menu**. All documents/plans provided in a PDF format.
2. Application, Review and Permit Fee (See Section XI, Fees and Deposits, Page 19 for schedule of fees and other detailed payment information).
3. Certified Topographic and Tree Survey prepared *by* a registered surveyor or engineer.
4. Preliminary site plan (1"=10' or larger) including the following information:
  - a. Property lines
  - b. Existing contour lines
  - c. Proposed contour lines (grading)
  - d. Storm Water Management Concept
  - e. Location, diameter and species of all trees greater than 6" in diameter.
  - f. Building Setbacks and Buffers (See Sections II and III).
  - g. Location of structure, walks, driveways, patios, retaining walls, fences, exterior lighting and similar features.
5. Preliminary floor plans and all elevations (1/8" to 1' scale). The elevations may include shade and shadow as necessary to help illustrate the architectural character.

### B. Minimum Requirements for Final Submittal:

For the Final Submittal both an electronic copy submitted via the Association's Website and a hard copy submitted to Amelia Island Management of the Final plans and specifications are required as follows:

1. Submitted on-line at [www.bradypointpreserve.com](http://www.bradypointpreserve.com) in a PDF format as follows:
  - a. Deadline for submittal is one (1) week prior to the schedule ARC Meeting.
  - b. Revised Application, if necessary.
  - c. Final Site plan with the same information as preliminary site plan except with revisions as necessary and in complete form (original drawings shall be 1/8" or 1" to 10' scale). See APPENDIX A- PLAN SUBMITTAL

CHECKLIST for detailed description of the Final Site Plan Requirements.

- d. Complete construction documents including all revisions as required by ARC.
  - e. Final Landscape Plan as described by APPENDIX B, LANDSCAPE PLAN CHECKLIST. (Any changes to the approved Landscape Plan must be submitted to the ARC for approval forty-five (45) days in advance of the installation of plant materials).
  - f. Cut sheets of all exterior light fixtures with the location of said fixtures shown on the Final Construction Documents.
2. Submit in hard copy form to Amelia Island Management as follows:
- a. One (1) hard copy of Final Plans and specifications including Final Site Plan, Final Construction Documents, and Final Landscape Plan.
  - b. Final Plans shall be submitted in 1/2 scale format and printed on 11" x 17" or 12" x 18" paper as appropriate.
  - c. DEADLINE is one (1) week prior to the schedule ARC Meeting.
- C. Concept Plan:  
A "Concept Plan" format may be used as an alternate to the Preliminary Submittal in which case an abbreviated architectural plan set is required consisting of site plan, floor plan and front elevation. All other preliminary plan requirements remain the same. All documents/plan must be in a pdf format.
- D. Additions and Renovations:  
Application packages for renovations and additions are the same except as follows:
1. Partial plans illustrating only modified areas are acceptable
  2. 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.
  3. Certified tree and topographic survey may be omitted where the addition has minimum impact. However, impacted trees shall be documented and noted accordingly.