

Terra Pines Community Association, Inc.  
c/o Community Manager (see \_\_\_\_\_ for contact information,

DATE RECD: \_\_\_\_\_

DRC DATE: \_\_\_\_\_

**DESIGN REVIEW APPLICATION**  
**For changes or alterations to the exterior of a home or lot**

**ADDRESS:** \_\_\_\_\_

**HOMEOWNER NAME:** \_\_\_\_\_

**1. Check one:**

- The homeowner (owner of record) currently occupies the residence.
- The homeowner (owner of record) does not currently occupy the residence. If the home is rented,

**\*Tenant's Name:** \_\_\_\_\_

*\* Signature of homeowner agreeing to proposed change required*

**2. Household Contact Information**

Home Tel: \_\_\_\_\_ Cell Tel: \_\_\_\_\_

Work Tel: \_\_\_\_\_ Email: \_\_\_\_\_

If absentee owned, alternate address: \_\_\_\_\_

**3. Proposed Changes (Check all that apply)**

- |   |  |
|---|--|
| <input type="checkbox"/> Major addition (sunroom, new room, screen/enclosed porch, permanent storage structure, etc.) | <input type="checkbox"/> Awning/trellis/ pergola     |
| <input type="checkbox"/> Basketball hoop/Backboard  | <input type="checkbox"/> Planter box                 |
| <input type="checkbox"/> Fence  | <input type="checkbox"/> Deck                        |
| <input type="checkbox"/> Landscaping /plantings/trees/new planter beds  | <input type="checkbox"/> Fireplace/chimney/firepit   |
| <input type="checkbox"/> Patio/new paving or repaving   | <input type="checkbox"/> Outdoor lighting            |
| <input type="checkbox"/> Play equipment   | <input type="checkbox"/> Landscaping edgers          |
| <input type="checkbox"/> Storage shed   | <input type="checkbox"/> Retaining or sitting wall   |
| <input type="checkbox"/> Window/Door change (other than Storm/Screen)   | <input type="checkbox"/> Storm or screen door        |
| <input type="checkbox"/> Swimming pool  | <input type="checkbox"/> Exterior paint color change |
| <input type="checkbox"/> Other: _____   | <input type="checkbox"/> Pond/Water feature          |

**Brief Description of the Proposed Change and/or Objective:** \_\_\_\_\_

Desired Start Date for the work: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**Before submitting the application**, it is the obligation of an applicant to inform property owners on all adjoining and nearby lots (both sides, rear, and front) who would be able to see the proposed changes and to obtain their signatures attesting to their having been informed. The signatures are not intended to denote agreement with the proposed changes. Neighboring property owners have the right to communicate with the DRC regarding any comments or concerns related to the proposed changes.

**Side 1 Address** \_\_\_\_\_

**Side 2 Address** \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**Rear Address** \_\_\_\_\_

**Front Address** \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**DESIGN REVIEW APPLICATION**

**ADDRESS:** \_\_\_\_\_

**HOMEOWNER NAME:** \_\_\_\_\_

By submitting a signed application, you acknowledge your understanding and acceptance of the conditions already described in this application, and also:

1. Approval of an application by the DRC shall in no way be considered as passing judgment on:
  - A. The correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed changes.
  - B. Whether the proposed changes are in compliance with applicable building and zoning codes of the City of St. Augustine or St. John County.
2. Approval of a particular set of plans, specifications or design, in no way may be considered as establishing a precedent applicable to subsequent submissions by the same or other applicants.
3. It is the applicant's responsibility to inform contractors, employees, or their subcontractors that work shall not begin until written approval is received by the applicant and any needed permits from the City of St. Augustine or St. John County.
4. It is the applicant's responsibility to ensure that changes described in an approved application are faithfully implemented, and that no deviations may occur without prior written approval of the DRC. The mechanism for requesting such consent is submission of an amendment to the approved application, in which the desired deviations and reasons for changes are described.
5. It is understood that members of the DRC or agents of community management may enter the applicant's property, to observe and inspect the in-process or completed changes.
6. The changes approved in an application must be completed within the time period specified within the *Declaration of Covenants, Conditions and Restrictions for Terra Pines Community Association, Inc.* If the work is not completed within that time, the approval shall be considered as having lapsed and been withdrawn. A request for an extension must be submitted to the DRC in the form of an amended application, describing the reasons why an extension is needed and proposing a new completion date.
7. In addition to receiving DRC approval, it is the responsibility and obligation of the applicant to obtain all required City of St. Augustine or St. John County building permits, to contact NC811, and to assure that the changes are completed in a workmanlike manner in conformance with applicable building and zoning codes and to promptly clear the site and dispose of construction debris.
8. It is the responsibility of the applicant to repair, and assume the cost thereof, for any damage done to community or County property, or that of neighboring property owners in the course of implementing approved changes.
9. It is the responsibility of the applicant to assure that contractors or others utilized to complete the approved changes comply fully with the approved conditions, specifications, etc., and other applicable procedures and guidelines stated in the *Community Standards and Design Guidelines*.

**Your signature affirms that you understand and agree to abide by all the conditions described above and elsewhere in the application.**

**Homeowner/Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-owner/Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Tenant/Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## DESIGN REVIEW APPLICATION CHECKLIST

**This checklist is made available to applicants as an aid to assure submissions are complete to a minimum standard and will provide sufficient information for the management staff and the Design Review Committee to complete the review efficiently. However, additional information may be requested in the course of review.**

### **PLEASE NOTE THE FOLLOWING:**

- ◆ Community management cannot guarantee receipt of faxed or emailed applications. Please contact the community management office to confirm receipt.
- ◆ “Elevation” is an architectural term defined as a detailed drawing of the front, side, and/or rear view of the structure.
- ◆ If submitted drawings are larger than ledger size (11” X 17”), please submit 2 copies.

### **MAJOR ADDITIONS/MODIFICATIONS**

#### **EXAMPLES: ROOMS, SCREENED OR ENCLOSED PORCHES, SUNROOMS**

- A copy of the final, recorded survey site plan showing the house location, also referred to as a plat, showing location of the structure or installation on the site. Please note that sales surveys or neighborhood surveys are not acceptable.
- Architectural elevation drawings (e.g., front, rear and side views) and plan views with dimensions showing the structure on the home. These must be drawn to scale, showing proportions and relationship to the existing house. Alternatively, a single three-dimensional view may be submitted.

Such architectural plans should include (if applicable):

- Length, width and height measurements throughout
- Size of materials to be used as trim\*
- Size of corner boards\*
- Size of cap plates covering wood beams\*
- Size and construction of concrete base
- Size of doors and windows, materials used\*
- Size of trim around windows and doors\*
- Measurements of gutter boards, and board and batten\*
- Dimensions of roof overhang
- Dimensions of all exterior materials shown on plans with details of roof overhangs
- Finish and color \*
- Roof plans, pitch of roof, materials used and color\*
- Step risers, treads, and handrails
- Any other information necessary to assist the DRC in making a judgment on the request. Photographs may be helpful.

*\*As an alternate to specifying the starred items, a statement may be included that the items will match those used on the home.*

**DESIGN REVIEW APPLICATION CHECKLIST**

**ALL APPLICATIONS REQUIRE THE FOLLOWING:**

- Completed Design Review Application
  - A copy of the final, recorded survey site plan showing the house location, also referred to as a plat, showing location of the structure or installation on the site. Please note that sales surveys or neighborhood surveys are not acceptable.
- 

**BASKETBALL HOOP/BACKBOARD – LANDSCAPING IS REQUIRED**

- Style (photograph, sketch, or catalog photo)
- Dimension/size
- Proposed location
- Color/finish of backboard and pole
- Landscaping screening plan

**PLAY EQUIPMENT– LANDSCAPING IS REQUIRED**

- Brochure or catalog photo and description
- Color/finish
- Dimensions/size
- Landscaping screening plan
- Proposed location

**DECK, TRELLIS, PERGOLA– LANDSCAPING MAY BE REQUIRED**

- Scaled drawing showing elevations or three dimensional view, and dimensions including length, width, and height
- Materials, color/finish (provide samples)
- Detailed sketches of railing design(s) and built-in benches and gates, if applicable
- Landscaping screening plan, if required

**DECK AWNING**

- Materials, color/finish (provide samples)

**FIREPLACE/CHIMNEY/FIREPIT**

- Scaled drawing showing the elevation drawings, or three dimensional view and dimensions including length, width, and height
- Materials, color/finish (provide samples)
- Landscaping screening plan for large-scale projects

**LANDSCAPING**

- Landscaping plan drawing with plants and other materials indicated, including sizes of shrubs and trees at the time of planting and at maturity (provide pictures, if available)
- Samples, pictures and brochures of any border material

**OUTDOOR LIGHTING**

- Total number of lights and approximate distance from each other
- Height of lights from ground to the top of the fixture
- Width of light fixtures at widest point
- Picture or catalog illustration of light fixtures
- Wattage of lighting \_\_\_\_\_  Solar  low voltage

**PATIO**

- Scaled drawings showing dimensions and location
- Samples, pictures or brochures of materials

**GARDEN BEDS/LANDSCAPING EDGERS/GARDEN WALLS/PLANTER BOXES**

- Height of the raised bed(s) from the lowest point to the highest point
- Length and width of raised bed(s)
- Materials (i.e., stone, brick, etc.)
- Picture or catalog illustrations of materials to be used, including color and finish
- Mulch color – black or brown

**FENCE**

- Sketch, photograph or brochure showing design (including gates, if any)
- Length and height of fence
- Materials
- Picture or catalog illustrations of materials to be used, including color and finish

**RETAINING WALL**

- Materials (stone, brick, or interlocking architectural pre-cast blocks)
- If a railing is required, information about height, design, material and color information
- Color/finish of materials (photographs or catalog photos)
- Landscaping screening plan
- Dimensions

**WALKWAY**

- Scaled drawings showing dimensions, including location, width, length, and total footage
- Samples, pictures or brochures of materials
- Color/finish (photograph or catalog brochure)

**STORAGE SHED**

- Scaled drawings showing dimensions, including location, width, length, and total footage
- Samples, pictures or brochures of materials
- Color/finish (photograph or catalog brochure)

**STORM DOORS**

Some storm door models have been pre-approved. Please refer to the Storm Doors guidelines or contact community management for more information. Pre-approved storm doors do not require an application, provided they are primed and painted to match the front door or adjacent trim color exactly. If the door you have selected is not on the list, the following information is required:

- Brochure or catalog photo and description
- Color/finish (photograph or catalog brochure)

**PAINT COLOR CHANGE**

- Paint or stain brand and number, and color swatch
- Specification of areas to be painted and color to be used (a sample drawing of the house, listing areas to be painted and colors to be used, would be helpful)

**SWIMMING POOL**

- Detailed drawings showing location, shape, materials, color and location of fence
- Landscaping screening plan
- Fence design, location colors and materials
- Location of mechanical equipment