

Architectural Review Application

Sawgrass Association, Inc.
10033 Sawgrass Drive West, Suite 123
Ponte Vedra Beach, FL 32082

Property Owner: _____ Date: _____

Property Address: _____ Mailing Address: _____

Phone: _____ Email: _____

What Needs Approval? Any exterior change must be submitted to the ARC for review and approval. Changes must comply with current ARC standards, guidelines, and appropriate County and State statutes. All projects must commence within six months of approval.

Project Description: _____

Estimated Start Date: _____ Estimated Finish Date: _____

Documentation: One set of final architectural plans, list of all materials to be used, i.e., shingles, pavers, paint chips, etc. Pictures of new and existing elements to be installed, and removed and technical data that will help the ARC understand the scope and changes requested in the application.

Fees: Two checks must be attached to the application made out to the Sawgrass Association. One is a nonrefundable processing fee and the second is a refundable in whole or part construction deposit that will be refunded upon inspection and approval by the Architectural Review Committee. Please call Management to schedule a compliance inspection at 904-686-7552.

Parking: Contractor must have a parking plan submitted to the Castle Office before commencement of project.

Meetings: ARC meetings are held every three weeks on Wednesday morning. All applications must be submitted to the management office no later than 5PM the Friday 12 days prior to the meeting. Submittals received after 5PM Friday will not be considered at the next meeting. A list of the application submission deadlines and meeting dates are posted on SawgrassAssociation.Com.

Property Owner Signature: _____ Date: _____

Sub Association: Approved Denied Signature: _____ Date: _____

Print Name & Title: _____

It is the homeowner's responsibility to submit this application to both their Sub Association management entity & Sub Association president for review. Applications without Sub Association approval signatures will not be considered for review by the Architectural Review Committee.

This set of policies and procedures does **not** represent a complete list of guidelines for operations within the Sawgrass Master Association. Please visit SawgrassAssociation.com for a complete set of Rules and Regulations.

SAWGRASS ASSOCIATION, INC. – ARC SUBMITTAL REQUIREMENTS CHECKLIST

The following lists reflect additional information that needs to be submitted for review of your proposed modification(s). **All applications must include an updated site plan and/or survey showing the improvement location, photos of the current area or structure being modified, and a digital/PDF copy of all drawings and building plans.**

You can email digital copies and any supporting documents to info@sawgrassassociation.com.

Bulkheads

- SJC Water Management Letter
- Contractor's specifications

Demolition

- Mark all High Canopy Trees
- Install survey markers
- Submit TCPRA

Driveway/Walkway/Replace/Refigure/Resurface

- Manufacturer, style, color

Dumpster/POD

- Agreement
- Date of arrival

Exterior Doors & Windows

- Submit elevations showing location
- Manufacturer, style, color

Fence

- Show location of existing/new fence to be replaced
- Check guidelines for approved fences
- Manufacturer, style, color

Gazebo/Pergola

- Specs showing materials, structural members, finishes

Generator/Pool Equip/Propane/Gas Tank/Well

- Concealment fence to match house material

Home Addition

- Roof, floor, landscape plans
- one set of architectural plans
- Product literature on all materials
- Pictures

Home New/Demolition

- See 'New Home' construction application

Painting New Colors

- Color chips & manufacturer

Landscape

- Plant list, drawing/plan, and pictures

Patio/Deck/Pavers

- Manufacturer style and color of finishes

Play Structures/Basketball

- Manufacturer style and color of finishes

Pool/Spa/Enclosure

- Materials, specs, colors, and style
- Enclosure must be bronze frame with black screen

Reroof Change

- Manufacturer specs, color, and style

Reside

- Manufacturer, style, color, location

Solar Panels

- Roof plan
- Manufacturer style, specs, engineering data
- Color must match roof

Summer Kitchen

- Manufacturer, style, color
- Flooring manufacturer, style, and color

Tree Removal

- See tree removal application

Water Feature

- Manufacturer style/plan
- Pictures

Well

- Survey, location, depth
- Contractor, approval letter

Miscellaneous/Modifications

- Plans/pictures/manufacturer/style/color

SAWGRASS ASSOCIATION, INC. – ARC FEE SCHEDULE

The property owner must send **two** separate checks with this application made payable to Sawgrass Association, Inc. One is for the nonrefundable review fee and the other is a refundable, in whole or part, construction deposit. Any penalties or citation fines will be deducted from the construction deposit.

You are required to submit each check before the application can be reviewed by the ARC.

As of April 22, 2024		
Property Owner	Review Fee	Construction Deposit
Bulkhead	\$ 300.00	\$ 1,000.00
Demolition	\$ 400.00	\$ 4,000.00
Dumpster/POD	\$ 50.00/50.00	\$ 1,000.00/50.00
Driveway	\$ 200.00	\$ 1,000.00
Exterior Doors & Windows With Change	\$ 150.00	\$ 1,000.00
Exterior Doors & Windows No Change	None	None
Fence	\$ 100.00	\$ 500.00
Fence >100'	\$ 150.00	\$ 750.00
Gazebo/Pergola	\$ 150.00	\$ 1,000.00
Generator	\$ 150.00	\$ 1,000.00
Home Add<1000 SF	\$ 400.00	\$ 3,000.00
Home Add>1000 SF	\$ 500.00	\$ 3,000.00
Home Remodel Minor*	\$ 400.00	\$ 3,000.00
Home Remodel Major*	\$ 500.00	\$ 3,000.00
Home New<3500 SF	\$ 1,500.00	\$ 4,000.00
Home New>3500 SF	\$ 2,500.00	\$ 5,000.00
Landscape > 25% Change	\$ 200.00	\$ 1,000.00
Landscape < 25% Change	\$ 50.00	\$ 250.00
Legal Issue	\$ 500.00/Hour	
Maintenance/Repair No Change	None	None
Modifications - Prior Approval	\$ 150.00	
Painting New Colors	\$ 50.00	\$ 500.00
Painting Existing Colors	None	None
Patio/Deck	\$ 150.00	\$ 500.00
Patio/Deck > 500 sq. ft	\$ 300.00	\$ 750.00
Pool/Spa/Enclosure	\$ 400.00	\$ 2,000.00
Propane/Gas Tank	\$ 100.00	\$ 1,000.00
Reroof with Change	\$ 250.00	\$ 1,000.00
Reroof No Change	None	None
Reside< 500 sq ft	\$ 100.00	\$ 500.00
Reside> 500 sq ft	\$ 250.00	\$ 1,000.00
Screen Enclosure (New)	\$ 150.00	\$ 500.00
Screen Enclosure - No Change/Repair	None	None
Solar Panels	\$ 50.00	\$ 1,500.00
Summer Kitchen	\$ 300.00	\$ 1,500.00
Tree Removal	\$ 50.00	\$ 250.00
Walkway	\$ 100.00	\$ 500.00
Walkway>100'	\$ 150.00	\$ 1,000.00
Well	\$ 150.00	\$ 1,500.00
* Use House Remodel Minor for 2-3 projects submitted together		
* Use House Remodel Major for 4+ projects submitted together		

SAWGRASS ASSOCIATION, INC. – DUMPSTER, TRASH, & DEBRIS AGREEMENT

Dumpster use on all projects whether interior or exterior must be approved by the ARC and registered with the Castle Group at their office. Failure to do so will result in a refusal of entry to Sawgrass Country Club.

This document acknowledges that the property owner and the contractor working on the home located at _____ in Sawgrass Country Club agree to keep the lot clean and free from all trash and debris. The property owner is responsible for ensuring that ¾" Plywood must be placed under the dumpster at all times, including loading and unloading. Any damage to the street or grassy common areas will be the responsibility of the property owner, who will pay for the repair of any damage caused by the dumpster. All dumpsters must be securely covered when not in use.

TRASH/DEBRIS: It is a requirement that work sites be kept clear of trash and debris at the end of each workday on the construction and neighboring lots. Building materials must be removed by each subcontractor. All debris must be placed in the dumpster.

DUMPSTERS/PORTOLETS: Must be placed on site within 24 hours of beginning the project. Dumpsters may not be left on the street and are to be emptied before the container reaches full capacity. Dumpsters must be removed within 5 days of project completion or within 10 days of halting work on the property.

A Portable Restroom Application must be filled out before one can be approved, which can be found in the ARC folder on sawgrassassociation.com. You may also request one by email or in person at the Castle office.

The property owner agrees that trash or debris from construction on this lot will be hauled out of Sawgrass Country Club daily or when the dumpster is filled. Furthermore, the property owner recognizes that if the builder and/or subcontractors dump any trash or debris in Sawgrass Country Club or do not properly maintain the lot, the owner is subject to a fine.

Outdoor Hired Work Hours:

Monday – Friday: 7am to 5pm

Saturday: 7am to 3pm

Sunday and Designated Holidays: NO WORK (New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas)

Trees:

Protection of trees, shrubs, and ground cover is critical during construction. New landscaping plans must be submitted to ARC for approval.

Drainage:

Positive drainage during and after construction is a property owner’s responsibility. Drainage cannot impact a neighbor’s property.

Property Owner’s Signature: _____ **Date:** _____

Print Builder’s Name: _____ **Date:** _____

Builder’s Signature: _____ **Company:** _____

This Agreement must be renewed every six months.

This is not the complete set of Sawgrass Association Rules & Regulations. Please visit Sawgrassassociation.com to view the complete set of documents.

**Sawgrass Association, Inc.
Architectural Review Committee
Portable Restroom (PR) Application**

Installation of a Portable Restroom on all projects must be approved by the ARC and registered with the Castle Group at their office. Failure to do so will result in a refusal of entry to Sawgrass Country Club.

- The Portable Restroom (PR) must be as far from the road as feasible, so visibility is at a minimum.
- The door to the PR must face 180' from the street-confirm location with ARC Coordinator.
- The PR must be screened at all times from the street and neighbors.
- The installation of screening must be done in a manner that enables the PR supplier the ability to access, empty and return the PR to the space behind the screening.
- PR must be removed within 5 days of project completion or shutdown.
- The property owner agrees that trash or debris from use of the PR will be picked up daily.

Applicant Name: _____ **Date:** _____

Address: _____

Applicant Signature: _____

Builder Name: _____ **Date:** _____

Builder Signature: _____

This document acknowledges that the property owner and the contractor agree to the rules and regulations as outlined in this application.

Outdoor Hired Work Hours

Monday – Friday: 7:00am to 5:00pm

Saturday: 7:00am to 3:00pm

No Outdoor Work Permitted on Sunday & Designated Federal Holidays.

(New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.)