



*“Paradise on the Bluff”*

SUTHERLAND BLUFF PLANTATION  
ARCHITECTURAL COMMITTEE AND ARCHITECTURAL GUIDELINES

**VERSION 10/17/2019**

**Revised January 2, 2022**

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ARCHITECTURAL COMMITTEE AND ARCHITECTURAL GUIDELINES  
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## **INTRODUCTION**

This set of Architectural Guidelines defines standards and procedures for new construction on all lots and modifications to any existing structures on lots within Sutherland Bluff Plantation and is based on the Declarations of Covenants for all phases of development within SBP.

## **PURPOSE AND AUTHORITY**

- The Sutherland Bluff Plantation Association, acting through its Architectural Committee (AC), has exclusive jurisdiction over architectural matters within Sutherland Bluff Plantation (SBP).
- The standards and procedures for Architectural governance established in the Covenants of SBP are intended as a mechanism for maintaining and enhancing the overall aesthetics of SBP.
- Review and approval of any application of these standards and procedures may be based on aesthetic considerations only.
- Every property owner has the duty to report Architectural Guideline (and other Covenant) violations to members of the AC or the Board of Directors.
- The AC may recommend to the Board additional and separate Architectural Guidelines not inconsistent with the terms of the Covenants.
- The Architectural Guidelines are intended to provide guidance to owners and builders regarding matters of particular concern to the AC and to the Association in considering applications.
- The Architectural Guidelines are not the exclusive basis for the AC's decisions and compliance with the Architectural Guidelines does not guarantee approval of any application.
- Any amendments to the Architectural Guidelines shall be prospective only and shall not apply to require modifications to or removal of structures previously approved once the approved construction or modification has commenced.
- There shall be no limitation on the scope of amendments to the Architectural Guidelines, and such amendments may remove requirements previously imposed or otherwise make the Architectural Guidelines less restrictive.
- The AC may authorize variances from any of its guidelines and procedures when circumstances such as topography, natural obstructions, hardship or aesthetic or environmental considerations require, but only in accordance with duly adopted rules and regulations regarding grievances. No variance shall be effective unless issued in writing by the AC.
- The Board of Directors of the Association and the AC shall enforce compliance with all declarations, condition, limitations, restrictions, covenants and guidelines.
- The Board shall adopt penalties for non-compliance or violation of the declarations, condition, limitations, restrictions, covenants and guidelines.
- Penalties shall be imposed for non-compliance including, but not limited to, a system of fines to be adopted or modified by the Board of Directors from time to time, retention of any building fees submitted with building plans to the AC, requirements that trees removed be replanted with a like tree and that non-complying alternations to the natural landscape be restored.
- The Board of Directors is authorized to use all remedies, in law or in equity to enforce the declarations, condition, limitations, restrictions, covenants contained herein and any additional guidelines or Rules and Regulations adopted by the Board of Directors, the Association or the AC

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- It is the Association's purpose to prohibit any improvement or change in the Development which would be unsafe or hazardous to any personal property or individual; minimize destruction or diminution of the view afforded to all Lots; and to preserve as much as is practicable of the visual continuity of the Development; assure that the improvements and construction of dwellings and structures within the Development will be of good and attractive design, and in harmony with the natural setting of the area and to serve to preserve and enhance the beauty thereof; assure the materials and workmanship for all improvements are of high quality and comparable to other improvements permitted in SBP.
- The AC shall have the right to take into consideration the aesthetics of the proposed improvements, qualifications of the builder or contractor, the suitability of the proposed building and the materials, the harmony with the surroundings and the effect of the building as planned and the outlook from the adjacent or abutting property.

### **ARCHITECTURAL COMMITTEE**

- The AC is composed of seven members of the Association who are appointed, and may be removed, by the Board of Directors of the Association at its discretion and based on guidelines developed by the Board of Directors. The list of committee members can be found on the website.
- At least one member of the AC must also be a member of the Board of Directors.
- Any decision made by the AC may be appealed to the Board of Directors for a final decision. Until such time as a final decision is made by the Board, the decision of the AC shall remain in effect and binding.
- The AC shall act in accordance with the covenants, rules and guidelines adopted by the Board of Directors of the Association.
- The Board of Directors of the Association appoints a chairperson to receive building plans, communicate with Committee members and set agendas for each meeting. The Chairperson maintains a file of all pertinent forms and communications between the AC, Board, owners and contractors.
- The AC meets monthly when there is ongoing construction and as needed when there is not. Four members of the AC will constitute a quorum for purposes of action by the Committee and action by four members of the Committee will be required to approve, disapprove or take any other action on behalf of the Committee.
- In lieu of action by a quorum of the Committee, the Committee may act by written unanimous consent of the Committee.
- It is recommended that members of the AC have architectural design, home building, landscaping, or related past experience and skill sets. The AC will, as required, engage the assistance of a licensed architect to participate in the review process.

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**PROCEDURES FOR NEW CONSTRUCTION OR MODIFICATIONS TO  
EXISTING STRUCTURES OR LANDSCAPING**

**PRELIMINARY DESIGN REVIEW**

1. Prior to the preparation of architectural drawings, the property owner and contractor review the Architectural Guidelines and Covenants.  
The property owner and contractor complete the **Application for Preliminary Design Review** , assemble the required documentation and request a preliminary design review meeting by emailing [alan@thekeymanagers.com](mailto:alan@thekeymanagers.com) or by calling [912-238-0875](tel:912-238-0875) .
2. The purpose of the Preliminary Design Review is to eliminate conceptual issues and potential conflicts with the Architectural Guidelines.
3. The property owner and contractor assemble the required documentation:
  - a. A completed Application for Preliminary Design Review form.
  - b. Two set of conceptual plans that may be in sketch form to include site plan, floor plan, front elevation and a copy of the land survey.
  - c. The sketch should take into consideration all items detailed in the “Specifications” section of the Architectural Guidelines.
4. If the AC does not approve the Preliminary Design, then additional meetings are scheduled.
5. If all AC approves the Preliminary Design, the AC will approve limited lot clearing. The approval will allow cleanup, mowing, stump removal, and grubbing. The property owner may not remove trees larger than 4” in diameter, may not limb-up trees and may not grade or remove earth (except for filling stump evacuations) until approval to proceed is granted at the Final Design Review.

**FINAL DESIGN REVIEW AND CONSTRUCTION**

6. The property owner and contractor complete the **Application and Agreement for Final Design Review and Construction**, assemble the required documentation and request a final design review meeting.
  - a. Documentation includes all plans for the construction and/or modification of the residence, garages, driveway, parking areas, walkways, porches, patios, fences, pools, landscaping, lot clearing, tree removal, building materials, septic tank, wells, propane tanks, screens to conceal garbage cans, etc. The plans and specifications must show the nature, kind, shape, height, materials, floor plans, exterior color scheme (including changes to the existing color scheme of existing exterior surfaces), location and approximate square footage of the structure and the grading of the lot.
  - b. All building plans and specifications shall be prepared by a licensed architect, unless otherwise agreed in writing by AC, and shall consist of not less than the foundation plan, section details, floor plans of all floors, elevation drawings of all exterior walls, roof plan, and plot plan showing location and orientation of the building or structure on the lot or area with all setbacks indicated. Such plans and specifications shall also show the location of all trees having a diameter of twelve (12) inches or more, measured five (5) feet from the ground, and shall indicate all areas paved with any material whatsoever and all additional such facilities

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7. If any variances are requested, complete the **Application for Variance** form.
8. The AC will have forty-five (45) days to review the submitted materials, request additional information and notify the property owner of its approval or disapproval of the application.
9. If the AC fails to approve or disapprove an application within the 45 days, approval shall be deemed granted unless a suit to enjoin the proposed construction has been filed prior to commencement of construction. Plans and specifications required to be submitted shall not be deemed to have been received if they are incomplete, contain erroneous data, or fail to present accurate and complete information upon which the AC may be expected to base its decision.
10. If the AC disapproves the application, the property owner may appeal to the Board of Directors.
11. If the AC approves the application, the property owner submits a construction deposit based upon impacts to our community. The Architectural Committee will determine which level of deposit the project requires.

### **Construction Deposit**

#### **1. Level 1**

**The deposit is \$5000.** The HOA will retain **\$2500** as a Community and Administrative Impact Fee. Upon satisfactory completion of the project and AC approval, **\$2500** shall be refunded to the applicant.

- New home construction; major renovations; new additions, or other large projects (something that requires a McIntosh County building permit and requires large equipment and heavy truck loads). These have a great impact on our communities' roads and gates. In addition, the impact lasts for a long period of time (often 12 months).

#### **2. Level 2**

**A non-refundable community impact fee of \$500.**

- Smaller construction projects that last only a few weeks or less (something that may or may not require a McIntosh County building permit but requires large equipment and heavy truck loads to traverse our roads) has a significant impact on our roads and gates but less so than large projects. Examples are pools, wells, and docks and including any other project as determined by the Architectural Committee.

#### **3. Level 3**

**Do not require a deposit.**

- Brief projects that last 1-2 days and minimally impact our roads. Examples are single tree removal, annual tree trimming, small maintenance projects (repair a roof; repair an existing deck; painting; landscaping; etc.)

12. If the AC approves any variances to the Architectural Guidelines, the AC will issue a **Variance Permit**. That permit must be displayed at the site of the variance.
13. The construction deposit fee will be held in escrow until completion of the project. If the project is completed in compliance with covenants, building codes as defined by McIntosh County, and with the plans as approved by the AC, \$2500 of the fee will be returned to the owner. The Association will retain \$2500 of the fee as a community and administrative impact fee.
14. The amount of the community and administrative impact fee is set by the Board of Directors of the Association and may be modified by the Board of Directors of the Association from time to time.

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**CONSTRUCTION**

15. The contractor or builder will erect a temporary sign to include the following information:
  - a. Contractor/builder name
  - b. Owner name
  - c. Construction start date
16. All plans requiring approval by a State or-local regulatory body, including but not limited to building permits, must be received prior to the initiation of site preparation and construction and copies must be submitted to the AC.
17. Any reconstruction or demolition of a dwelling or portion of a dwelling that is damaged by fire or weather-related activities or other acts that create damage must be secured by owner and appropriate action as to not permit the appearance of such destruction to have a negative impact to surrounding properties. Partial reconstruction shall be completed within three (3) months and total reconstruction shall be completed within twelve (12) months.
18. In the event of extenuating circumstances, the Architecture Committee at its sole discretion may authorize an extension for a period not to exceed six (6) months.
19. The AC will conduct monthly inspections. The AC shall have the right, at its election, to enter upon any Lot before or during clearing or construction, erection or installation of improvements or alterations, to inspect the work to determine compliance with approved plans. Compliance is determined in the sole opinion of the AC. The AC, with Board approval, may order a temporary cessation of work. The Board may enforce such order by any legal or equitable proceedings, including but not limited to, a proceeding seeking a temporary restraining order or other injunctive relief.
20. The approval granted by the AC for construction activities upon a lot shall be granted for a time period of twelve (12) months. In the event construction does not commence within one year from the approval date, owner must resubmit plans.
21. Once construction has commenced for improvements approved by the AC, all construction activities approved must be completed within nine (9) months for The Oaks and twelve (12) months for all other phases.

**LANDSCAPING**

22. Sometime during construction and before the Certificate of Occupancy is issued, the owner must submit a Landscape Plan to the AC.
23. The AC meets to review Landscape Plan. If all requirements are met and the committee is satisfied, the approval will be sent to the property Owner. If revisions or further work are necessary, feedback will be sent to the property Owner. Upon receiving revisions from property Owner, another meeting will be scheduled for the AC to review the updated Landscape Plan.



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**COMPLETION AND OCCUPANCY**

24. No dwelling may be occupied until fully complete.
25. At the conclusion of the building process, the owner and contractor obtain a McIntosh County Certification of Occupancy and provide a copy to the AC.
26. The owner, contractor and AC inspect the construction and installed landscaping. If the AC is satisfied that standards are met, it will notify the SBP Board that it recommends the return of the owner's portion of the building deposit to the property Owner.
27. The SBP issues the CERTIFICATION OF COMPLETION and returns the owner's portion of the building deposit.

**STANDARDS**

All construction within SBP must comply with the following:

**GARAGES**

- Garages must be attached to the dwelling and designed to accommodate not more than four (4) vehicles, including boats and trailers.
  - Garages are for the sole use of the occupants of the residence, must be attached or incorporated into the residence.
  - All garages must be equipped with doors.
  - Carports are not allowed.
  - The construction and occupancy of a garage, garage apartment or guest house prior to construction of the main residence is prohibited.
  - All garages shall be constructed in general conformity with the architecture of the land and of materials which shall conform to the materials used in such residence.
  - When designing garages, keep in mind that no trailers, mobile homes, recreational vehicles of any nature, including, but not limited to, three (3) and four (4) wheel all-terrain vehicles, golf carts, or habitable motor vehicle or campers, can be stored on any part of property within the except within an enclosed garage. No trucks other than pickup trucks can be parked overnight on any
- ☐ lot except in an enclosed garage. A 22-foot or shorter pleasure boat on its trailer may be parked or stored on that portion of the lot away from the street line beyond the front building lines.

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**LOTS**

- Multiple adjacent lots may be combined into a single lot by deed and then may be used as a site for a residence.
- No Lot shall be sold except as a whole or subdivided for the purpose of erecting a complete residence on either portion; provided, however, a Lot may be subdivided when the portions so created are added to the adjoining lots. In no event shall any Lot or building site contain less than twenty thousand (20,000) square feet.
- No change in the elevation of the land shall be made within the Development without the express written consent of the AC.
- If permanent corner reference monuments have not been erected or are not in place, the owner shall have such permanent corner reference markers erected by a competent registered surveyor at the owner's expense before construction is commenced on any lot or area.

**TYPES OF DWELLINGS**

- Multi-family housing of any kind, including, but not limited to duplexes, condominiums or townhouses is not allowed.
- No outbuilding, shed, tent, treehouse, trailer or temporary building of any kind shall be erected, constructed, permitted or maintained prior to commencement of construction of a residence, and no outbuilding, garage, shed, tent, trailer, temporary or other detached building shall be allowed for permanent or temporary purposes, provided, however, sanitary toilet facilities for workmen may be provided during the construction period only.
- Three-sided and lean-to buildings are not permitted.
- No residences shall be constructed for or used as rental units.
- All Lots and any other land within the Development must be used for residential purposes only.

**DOCKS**

- Docks will be approved only with the prior approval, issuance of permits or other indication of approval of the Department of Natural Resources (DNR) and/or such other, federal, State or local government entities that shall have jurisdiction over dock construction, wetland development or waterway matters. No dock will include living areas or areas that could be used for residential purposes.

**FOUNDATIONS**

- The Oaks: No exposed foundation piers and no three-sided or lean-to buildings will be permitted.
- All other phases: No unfinished, exposed foundation piers and no three-sided or lean-to buildings will be permitted. Basement areas must be aesthetically enclosed.
- The Covenants for all phases do not set a minimum above grade; however, it is strongly suggested that the dwelling will be a minimum of 24" above grade to the main floor level as viewed from the street.

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**BUILDING MATERIALS**

- No metal or vinyl clad siding. asphalt, asbestos, roll siding, or exposed unfinished concrete block will be permitted in the construction of residences, garages, or other building appurtenant to or detached from residences. Out buildings or storage units are not permitted.

**ROOFS**

- The Oaks: No roof, except porch or garage roofs, shall be constructed with a center pitch of less than three (3) feet to twelve (12) feet horizontal.
- All other phases: No roof, except porch or garage roofs shall be constructed with a center pitch of less than six (6) feet to twelve (12) feet horizontal.
- For all phases, it is strongly suggested that the pitch on the main roof must be a minimum of 8/12 and on all secondary roofs a minimum of 3/12.

**DWELLING SIZES AND SETBACKS**

- Each Lot is restricted to the construction of one single family building not to exceed 45 feet in height.
- For all Lots within Phase I and II there shall be a minimum front yard setback of seventy (70) feet, a minimum rear yard setback of seventy (70) feet and a minimum side yard setback of fifteen (15) feet measured from the property line to the outermost surface of the exterior walls, columns or stanchions.
- For all Lots within Phases III, IV, V, VI and Sapelo Phase I there shall be a minimum front yard setback line of fifty (50) feet, a minimum rear yard setback line of fifty (50) feet and a minimum side yard of fifteen (15) feet measured from the property line to the outer-most surface the exterior walls, columns or stanchions.
- For lots which abut the Sapelo Hammock golf course, there will be a thirty-five (35) foot "no construction" rear yard setback measured from the rear property line. This "no construction" setback constitutes the first thirty-five (35) feet from the rear property line and is included in the entire fifty (50) foot rear yard setback. The "no construction" setback shall preclude construction of any kind, including but not limited to, decks, fences, swimming pools, etc.
- Minimum square footage of heated living space for all Dwellings, not to include unscreened porches, patios, terraces and garages is as follows:
- The minimum recommended square footage for all phases is 2,000; however, the covenants allow for the following minimums:
  - Phase I and II                    1500 square feet
  - Phase III                            1650 square feet
  - Phase IV and V                    2000 square feet
  - Phase VI                            1800 square feet
  - Sapelo Phase I                    2000 square feet
  - The Oaks                            2000 square feet
- No multi-story residence shall be constructed on any lot with a ground floor area of less than 1200 square feet, which square footage shall be exclusive of screened or unscreened porches, patios or terraces, and garages or carports.

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- All residences shall be designed and oriented on their sites as to present an attractive appearance from all sides.

**HVAC, FUEL TANKS, UTILITIES, SATELLITE DISHES, ETC.**

- No window heating/air conditioning unit or window exhaust fan will be allowed to be attached to the residence.
- All electrical service, telephone lines and television cables shall be placed underground.
- No satellite dishes are allowed in The Oaks except by written permission of the AC. Satellite dishes in all other phases must be under 30 inches. It is recommended that these dishes be placed in back yards within the stated setbacks.
- The Covenants do not place restrictions on the size and location of propane tanks. However, the Board and the AC have the right to set standards for aesthetics and preservation of the character and sightlines of the neighborhood. Therefore, it is strongly recommended that all exterior propane tanks must be hidden from view from all sides by a screen designed to coordinate with the exterior of the dwelling. It is recommended that tanks over 100 pounds be buried. In all cases, these must be within the stated setbacks.

**WELLS AND SEPTIC TANKS**

- No individual water supply system shall be permitted without the express written consent of the AC. Shallow or deep wells are allowed for irrigations purposes only. Owners are required to purchase water from Water Utility Management Services.
- A septic tank and drain field shall be placed on each lot by the owner in accordance with the requirements of the McIntosh County Board of Health. When and if a sewage plant and collections systems for the service of the premises is provided, it shall be used as the sole means of sewage disposal for such premises. No toilet shall be maintained outside of any building erected upon any lot or area.

**TREES, LANDSCAPING AND FENCING**

- No living tree having a diameter twelve (12) inches or greater, as measured five (5) feet above the ground, may be cut on any Lot or area without the express written consent of the AC except such trees as shall be growing within twelve (12) feet of the structure to be constructed thereon.
- Owners who violate this provision may be subject to an assessment by the Board and may be required to plant replacement trees of a size and type to be determined by the Board.
- No fence, wall, hedge, shrub, bush, tree or other thing, natural or artificial, shall be placed. maintained or permitted to remain on any lot or area if in the opinion of the AC the location of such objects obstructs the vision of a motorist on any adjacent street or land and this creates a traffic hazard.
- All fences, walls, barbecue pits shall be constructed in general conformity with the general architecture of the land and of materials which shall conform to the materials used in such residence.
- Minimal site disturbance is encouraged.

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- A landscaping plan is required. All plantings are encouraged to be indigenous to the Southeastern United States and coastal areas. Berry, nut and fruit trees are encouraged to help provide forage for wildlife.
- Irrigation system are recommended, particularly in the front yard.

### **DRIVEWAYS AND PARKING AREAS**

- Each lot or area comprising a building site shall be provided with an off-street parking area for the vehicles belonging to the residents plus at least two (2) additional parking spaces.
- Driveways should not cut into Association pavement.
- Driveways and walkways can only be constructed of concrete, concrete pavers, asphalt, brick pavers, crushed stone or shells with edging. A 10-foot minimum setback from the side property line is required.
- No driveway constructed of any porous materials shall connect directly to the street. The last 10 feet connecting to the street shall be of asphalt, concrete, pavers or brick.
- When designing parking areas, keep in mind that no trailers, mobile homes, recreational vehicles of any nature, including, but not limited to, three (3) and four (4) wheel all-terrain vehicles, golf carts, or habitable motor vehicle or campers, can be stored on any part of property within the except within an enclosed garage. No trucks other than pickup trucks can be parked overnight on any lot except in an enclosed garage. A 22-foot or shorter pleasure boat on its trailer may be parked or stored on that portion of the lot away from the street line beyond the front building lines.

### **GENERAL**

- No trash, rubbish, garbage, debris or materials shall be deposited on any lot or area or in the right-of-way of any street except building materials during the course of construction on the site.
- No equipment shall be loaded or unloaded within a street or road right-of-way.
- Permitted working hours are Monday-Saturday, 7:00 AM to 7:00 PM. On Sunday, only construction cleanup and interior work is permitted from 10:00 AM to 6:00 PM.
- Damage to property and/or roads are the responsibility of the respective property Owner and Builder.
- A concrete culvert pipe (with matching ends and no smaller than 12" in diameter) and fill for lot access is to be installed prior to the start of construction to protect road and edges during construction. If a concrete culvert is not installed, measures must be taken by the builder to protect the road edges from damage caused by construction vehicles.
- Before digging, you must notify the utility company. Call 1-800-282-7411 relative to utility locations and water system location.
- A refuse container and port-a-let must be placed on the back of the construction site and shall be serviced regularly during construction.
- During construction the construction site must be kept reasonably clean and safe. The waste dumpster should be emptied regularly so that construction waste materials can be maintained in the dumpster.

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- Builder shall affect a satisfactory noise abatement program during construction hours.
- Builder shall provide temporary dust controls during any construction work that will generate a dust condition. This can be accomplished by spraying water around the construction site during very dry weather.
- Builder to erect and maintain temporary wood or metal fencing, minimum 4 foot high, around tree protection zones before starting site clearing. Remove fence when construction is complete. Do not store construction materials, debris, or excavated material within fenced area. Do not permit vehicles, equipment, or foot traffic within fenced area. Maintain fenced area free of weeds and trash. Do not excavate within tree protection zones. Where excavation for new construction is required within tree protection zones, hand clear and excavate to minimize damage to root systems.
- The property Owner shall be responsible for electrical service from the Utility Company transformer to point of entry. Electrical service shall be underground. Electric meters shall not be located on front elevations.
- For water service, contact Water Utility Management Services.
- Completion of improvements on a home site is to be per the plans and specifications as submitted and approved by the DRC. During construction, if exterior changes are to be made, it is imperative that the DRC be contacted for review and approval before any changes are made.
- At construction completion, the property Owner and his Builder is responsible for removal of all debris from the site, removal of allowed signs, temporary electrical poles, dumpster, excess earth, or any other temporary facility.

### **LIABILITY**

- The Association, the Board, any committee, or any member of the Board or any committee shall not be held liable for soil conditions, drainage, or other general site work; any defects in plans revised or approved hereunder; any loss or damage arising out of the action, inaction, integrity, financial condition, or quality of work of any contractor or its subcontractors, employees, or agents, whether or not the AC has approved or featured such contractor as a builder; or any injury, damages, or loss arising out of the manner or quality or other circumstances of approved construction or modifications on any property within the Development.
- Provided that a member or members of the AC have acted in good faith, the AC is not liable to the Association or to any Owner for any damage, loss or prejudice suffered or claimed on account of the approval or disapproval of any plans, drawings and specification, whether or not defective; the construction or performance of any work whether or not pursuant to approved plans, drawings and specifications; the development of any property within SBP; any negligence or breach of contract by a builder carrying out construction within SBP.

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**FORMS AND ATTACHMENTS**

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**APPLICATION FOR PRELIMINARY DESIGN REVIEW**

Date: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor/Builder Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

PLEASE FURNISH THE FOLLOWING WITH THIS APPLICATION: Two (2) copies of conceptual ideas/drawings including Site Plan (with topography and trees); Floor Plans; Front Elevation; lot survey; and construction deposit (if applicable). NOTE: Drawings should be concepts NOT FINISHED PLANS.

ARCHITECTURAL COMMITTEE COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Limited Lot Clearing Approved (Yes/No) \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Signature of AC Chairman: \_\_\_\_\_

The AC assumes no liability for any structural or code issues and for compliance with applicable government regulations. Preliminary review is a non-binding opinion as to the suitability of design prior to preparation of detailed plans.



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**APPLICATION AND AGREEMENT FOR FINAL DESIGN REVIEW AND  
CONSTRUCTION**

Date: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor/Builder Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

PLEASE FURNISH THE FOLLOWING WITH THIS APPLICATION:

- Site Plan
  - Orientation of the development with setbacks indicated
  - Contours indicated
  - Parking areas
  - Walkways
  - Patios
  - Layout of existing trees
  - Boundary dimensions
- Two (2) complete sets of architectural drawings, one set in a digital form on a thumb drive and one 24"x36" printed set), including:
  - Site Plans, Floor Plans, Elevations, and Lot Survey
  - Foundation plan
  - First floor plan
  - Other levels – floor plans
  - All elevations
  - Roof plan
  - Garage plans
  - Exterior lighting plan
- If a similar house exists, please furnish a color photo or rendering.
- Building deposit check made payable to Sutherland Bluff Plantation HOA in the amount of \$5,000.

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- Samples for all exterior finish materials and color choices:
  - Roof
    - Type
    - Color
    - Manufacturer/brand/name
  - Siding
    - Type
    - Color
    - Manufacturer/brand/name
  - Windows
    - Type
    - Color
    - Manufacturer/brand/name
  - Trim
    - Type
    - Color
    - Manufacturer/brand/name
  - Driveway and all paved Areas
    - Type
    - Color
    - Manufacturer/brand/name

ARCHITECTURAL COMMITTEE COMMENTS:

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**AGREEMENT**

An Architectural Committee (AC) has been appointed by the Sutherland Bluff Plantation (SBP) Board of Directors, as set forth in the SBP Declaration of Covenants and Restrictions. To document the general policies and positions of the AC, a set of Architectural Guidelines has been published by the AC. The AC has the sole authority to review plans for all new construction and site improvements, and to comment on, accept or reject each application in a timely manner. The AC assumes no liability for any structural or code issues and for compliance with applicable government regulations. The purpose of the AC is to achieve a built community with high aesthetic appeal while protecting the existing natural attributes found in SBP.

All water service fees are the responsibility of the lot owner with the Water Utility Company.

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This agreement and application for new construction must be accompanied by a check made payable to SBP HOA in the amount of \$5,000.00 check which consists of a \$2500 non-refundable community & administrative impact fee which will be escrowed and a \$2500 refundable deposit. The return of the \$2500 deposit is contingent upon satisfactory completion of all requirements.

Upon completion of construction with full compliance of approved plans and approval by the Architectural Committee, all refundable deposits may be returned. AC compliance deposit monies paid by a party other than the owner are considered as paid by the owner. Refund checks for these amounts will be made payable to the Owner only.

Upon completion of construction and full compliance with approved plans, all refundable deposits may be returned. AC compliance deposit monies paid by a party other than the owner are considered as paid by the owner. Refund checks for these amounts will be made payable to the Owner only.

We, the undersigned, do understand accept the terms and procedures set forth in the SBP Declaration of Covenants and Restrictions and the published standards and procedures in the Architectural Guidelines.

Approval granted to proceed with construction (Yes/No) \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Contractor/Builder: \_\_\_\_\_

Signature of AC Chairman \_\_\_\_\_

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**APPLICATION FOR VARIANCE**

Date: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

DESCRIPTION OF VARIANCE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Variance Approved (Yes/No) \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Signature of Contractor/Builder: \_\_\_\_\_

Signature of AC Chairman: \_\_\_\_\_

Signature of SBP HOA President: \_\_\_\_\_

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**VARIANCE PERMIT**

Date: \_\_\_\_\_

Lot Number: \_\_\_\_\_

DESCRIPTION OF VARIANCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR VARIANCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of AC Chairman: \_\_\_\_\_

Signature of SBP HOA President: \_\_\_\_\_

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**LANDSCAPE PLAN**

Date: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

PLEASE FURNISH THE FOLLOWING WITH THIS APPLICATION: Two (2) copies of conceptual drawings showing the location of structures, paved areas and planted areas.

DESIGN REVIEW COMMITTEE COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Landscaping Plan Approved (Yes/No) \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_

Signature of AC Chairman: \_\_\_\_\_

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**CERTIFICATION OF COMPLETION**

Date: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Amount of deposit to be returned to owner: \_\_\_\_\_

Approval granted for owner to occupy (Yes/No) \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Signature of Contractor/Builder: \_\_\_\_\_

Signature of AC Chairman: \_\_\_\_\_

Signature of SBP HOA President: \_\_\_\_\_

**FORWARD A COPY OF THIS COMPLETED FORM TO THE HOA ADMINISTRATOR TO INITIATE THE REFUND  
OF THE CONSTRUCTION DEPOSIT.**

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**CHECKLIST**

— PRELIMINARY DESIGN REVIEW

- Review the Architectural Guidelines and Covenants
- Complete the **Application for Preliminary Design Review** and assemble the required documentation
- Schedule preliminary design review meeting
- Hold preliminary design review meeting
- Approve limited lot clearing
- Begin limited lot clearing

FINAL DESIGN REVIEW AND CONSTRUCTION

- Complete the **Application and Agreement for Final Design Review and Construction** and assemble the required documentation
- Document any variance requests
- Schedule final design review meeting
- Hold final design review meeting
- Approve construction
- Submit construction deposit
- Begin construction

CONSTRUCTION

- Obtain any required approvals from state or local regulatory bodies and submit copies to AC
- Conduct monthly inspections

LANDSCAPING

- Submit the **Landscape Plan**
- Schedule landscape plan review meeting
- Hold landscape plan review meeting
- Approve landscape plan
- Begin landscaping

COMPLETION AND OCCUPANCY

- Obtain a McIntosh County Certification of Occupancy and provide a copy to the AC
- Schedule inspection of construction and landscaping
- Conduct inspection
- Approve completion and occupancy
- Issue **Certification of Completion**
- Return the owner's portion of the building deposit
- Occupy dwelling