

# River Ridge

Architectural Design

Standards and Procedures

Manual

Date: April 13, 2011

Rev. 13

# *River Ridge Homeowners Association Inc.*

## Request for Project Approval by the Architectural Review Committee

<b>CHECK BELOW</b>	<b>REVIEW FEE</b>	<b>+</b>	<b>SECURITY DEPOSIT</b>	
<input type="checkbox"/> New Structure	\$500	+	\$2500	<i>(Please provide 1 check for the review fee and 1 check for security deposit)</i>
<input type="checkbox"/> Addition	\$250	+	\$750	
<input type="checkbox"/> Screen Enclosure/Pool/Patio	\$100	+	-0-	
<input type="checkbox"/> Landscaping	-0-	+	-0-	
<input type="checkbox"/> Painting/ Refinish/ Other	-0-	+	-0-	

*NOTE: No fee charged for review of fences, landscaping changes or paint color changes. Review Fees are non-refundable. Security Deposits are refundable upon final approval of project by ARC. ALL requests must be turned in to the property manager by noon on the 2<sup>nd</sup> Monday of the month for consideration at the meeting on the 3<sup>rd</sup> Monday of the month.*

**INSTRUCTIONS:**

Please use this form to submit plans to the Architectural Review Committee for any project that will affect the exterior appearance of your property. This includes but is not limited to:

- New construction with landscaping
- Modifications to structures, addition/removal of fences, pools, patios, enclosures (screen or other).
- Addition, removal, relocation or modification of existing landscaping, such as trees, shrubs and hedges.
- Painting, repainting, siding, re-roofing, or major exterior refinishing.

Describe details including materials, precise locations and dimensions. Include a survey, plot plans, landscape drawings, building elevations, pictures, or material samples etc.

In accordance with the River Ridge Covenants, please allow up to (45) days for processing and response.

**Do not start any project before written approval is received. Removal of unauthorized projects will be at owner's expense.**

Contact the Association Property Manager for River Ridge if you have any questions about guidelines or wish to track approvals or request copies. The committee meets on the third Monday of each month if there are applications pending.

Description of Project (Attach additional pages as necessary)

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Attach Plans, Drawings or Paint Samples Number of Sheets Attached [   ]

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

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_ Phone \_\_\_\_\_

Builder/Vendor:	Lot # _____	Fee Submitted _____	Check # _____
	Name _____		
	Street Address _____		
	City, State & Zip _____	Phone _____	

Architect: \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

City, State & Zip \_\_\_\_\_ Phone \_\_\_\_\_

Landscape Designer: \_\_\_\_\_  
 Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State & Zip \_\_\_\_\_

This application is being submitted for (check one):  
 Preliminary Review [ ]  
 Final Architectural plan Review [ ]

General Information

Lot Dimensions: \_\_\_\_\_ Lot Square Ft. : \_\_\_\_\_  
 Stories: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Baths: \_\_\_\_\_  
 Height from Slab: \_\_\_\_\_ Height from Crown of Road: \_\_\_\_\_

Residence Square Footage  
 Square Ft. of air conditioned space 1<sup>st</sup> floor \_\_\_\_\_  
 Square Ft. of air conditioned space 2<sup>nd</sup> floor \_\_\_\_\_  
 Total net Sq. Ft. \_\_\_\_\_  
 Covered porches/entries/etc. \_\_\_\_\_  
 Garage \_\_\_\_\_  
 Total gross Sq. Ft. \_\_\_\_\_

The preceding application is submitted for review by the Architectural Review Committee.

Submitted by : \_\_\_\_\_  
 (Signature) (Date)  
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**Committee Use:**

The Architectural Review Committee has reviewed the foregoing application and rendered the following decision:

\_\_\_\_\_ Approved  
 \_\_\_\_\_ Approved with limiting conditions  
 \_\_\_\_\_ Denied

Limiting Conditions:

Comments or Recommendations:

Reason for Denial:

Chairman/Architectural Review Committee Signature: \_\_\_\_\_

Date

Total Deposit Received \$ \_\_\_\_\_ Date \_\_\_\_\_  
 Total Deposit Refunded \$ \_\_\_\_\_ Date \_\_\_\_\_

**PROJECT COMPLETION REQUIREMENTS:** Page 5, Paragraph IV, Part 17 of the River Ridge covenants state that once plans are approved by the ARC they must commence within 180 days and that one commenced, they must be completed within 12 months.

## Design Review Procedures

The following is an outline of the procedures for plan submissions for new construction, addition or renovation for single family detached homes.

Refer to Design Standards and Criteria in this manual for details on specifications.

Note: Each dwelling is reviewed on its own merit and sets no precedent for future submittals.

### Step One: Initial Review (Optional)

The owner must submit the River Ridge Project Approval Application and preliminary plans (3 sets) consisting of the following:

1. Letter of Application
2. Preliminary Site Plans
3. Preliminary Floor Plans (new construction or additions)
4. Preliminary Exterior Elevations (all sides)
5. Application Fee

The Architectural Review Committee will review the application and design documents within (45) days and return one set of plans to the owner with the appropriate comments. Applications must be turned in to the property manager (1) week prior to the monthly Committee to be considered for review. If necessary, following notice to applicant, the Committee shall be entitled to an additional (30) day period within which to review said materials.

### Step Two: Final Review (Required)

The owner must submit the final construction plans (3 sets), as follows:

1. Pay Review fee of \$500.00 which is non-refundable
2. Letter of Application along with \$2500.00 which is refundable if the construction complies with River Ridge Standards and there is no damage to surrounding properties.
3. Boundary survey (waterfront preservation zone must be shown if a river lot).
4. Tree survey to scale showing all existing trees having a trunk diameter of 3" and greater, showing diameter and species.
5. Final Site Plan
6. Final Floor Plan
7. Final Exterior Elevations: specifications, materials and colors
8. Roofs: materials and colors
9. Facia and Trim: materials and colors
10. Final Landscape Plan
11. Exterior Doors and Garage Door: specifications, materials and colors
12. Patios, Decks, Balconies, Porches, Pools: specifications, materials and colors
13. Screen Enclosures: structure, materials and color
14. Mechanical Equipment: locations and screening details
15. Exterior Lighting Details
16. Driveways: materials, finish and colors

## Drawing and Submittal Requirements

### Plot Plan

Scale 1"=20' minimum	Property lines, Dimensions
Easements and right-of-ways	Driveways, walkways
Drainage patterns	Foundation outline
Pools, decks, patios	Existing and proposed grade/finished floor elevations

### Floor Elevations

Scale  $\frac{1}{4}$ " = 1'-0"

### Exterior Elevations

Scale  $\frac{1}{4}$ " = 1'-0" (front elevation mandatory at this scale)  
All sides and rear allowable at  $\frac{1}{8}$ " = 1'-0" minimum  
Existing grade-fill, finished elevation  
Doors, windows, fences, mechanical equipment

### Building Sections

Scale  $\frac{1}{4}$ " = 1'-0" Detail wall sections  
Detail roof sections, pitch, type

### Exterior Colors/Finishes/Materials

Specifications Product Samples  
Color chips of major elements

### Electrical Plans

Scale  $\frac{1}{4}$ " = 1'-0" Include exterior lighting  
Include mechanical equipment location  
Include electrical meter locations

### Landscape Plans

Scale $\frac{1}{4}$ " = 20' minimum	Topography	Itemized Cost Sheet
Driveways, walkways, sidewalks	Existing trees	
Preservation zone	Plant material	
Surface material	Irrigation notes	

The Architectural Review Committee will review the application and design documents within (45) days and return one set of plans to the owner with the appropriate comments. Applications must be turned in to the property manager by noon on the 2<sup>nd</sup> Monday of the month for consideration at the meeting on the 3<sup>rd</sup> Monday of the month. If necessary, following notice to applicant, the Committee shall be entitled to an additional (30) day period within which to review said materials.

The Committee may require a field inspection of the owner's rough stake-out of building corners prior to granting approval.

### Step Three: Submission of Plans to Building Department

Following Final Review, the owner may submit approved plans to the Building Department of Martin County or other such agencies having jurisdiction for required permits; however, after Final Review, the owner assumes all risks with regard to changes.

(NOTE: A building permit shall not be issued by Martin County for the construction of any dwelling or other improvement until such time as the Architectural Committee has approved the plans and specifications for such dwelling or other improvement.

#### Step Four: Construction Commencement

Upon receipt of Final Review approval and building permits, the owner can commence construction. The owner will be required to submit to the Director of Security or the Property Management Company a list of contractors and their employees that will be working on the project. It will be the responsibility of the owner to maintain and up-date this list.

#### Design Document Changes

The owner must obtain the approval of the Architectural Committee prior to making any changes to the approved plans. A letter with applicable support data, in compliance with River Ridge Design Standards, must be submitted to the Committee for the file. Any major deviations (as solely determined by the Committee) may require full Committee approval prior to commencement of changes.

#### Periodic and Final Inspections

The Committee reserves the right to inspect construction in progress and upon completion for conformance with approved Design Documents, and applicants agree to cooperate fully with members of the Committee.

## Design Standards

### 1. Grading/ Drainage/ Vegetation

No bulldozing or clearing of trees shall be commenced until plans and specifications showing the nature, kind, shape and location of work have been submitted and approved by the committee (ARC). When a lot is cleared and, when needed, filled, a proper silt fence shall be placed along all property lines excluding the street area to allow for lot entry and exit. Fill shall not be deposited at any location without prior committee (ARC) approval. Cut or fill shall be replanted with plant materials which shall blend with native vegetation. Cuts and fills should be designed to compliment the natural topography of the site.

Vegetation: Mangroves, spartina, and other associated plants shall be allowed to develop in a natural manner and shall not be altered other than for allowed trimmings. State and county criteria shall be followed in any mangrove trimming work. Mangrove trimming will be governed by all state and county regulations.

Elevation: All buildings will be completed at a minimum finished floor elevation, as established by state and county criteria.

No changes in the elevation of any lot shall be made, nor shall any fill be used to extend the property beyond the lot line without the prior written consent of the committee (ARC).

Swales at road right-of-ways must be maintained, including paved areas, so as to not create puddles or ponding in those swale areas. Rights-of-way (30 feet from the centerline of the road into the lot) must be maintained to prevent line-of-sight obstructions to vehicle drivers. This means no shrubs can be more than 3 feet tall and trees must have no leaf canopy below 8 feet.

### 2. Size of Residence and Setback Criteria

No single-story dwelling house having a floor square foot area of less than 2,200 square feet and no two-story dwelling house having a floor square foot area of less than 2,600 square feet shall be erected, constructed and maintained upon any lot. In computing square foot area, credit shall not be given for screened porches, garages, patios or similar areas. The total ground floor area of any dwelling house plus any outbuilding shall not exceed thirty-five (35%) percent of the lot area.

- a. Minimum setbacks are:
  - Sidyard: 15'
  - Front: 50' from centerline of the road
  - Rear: 30' from any structure, 20' from any pool, deck or enclosure
- b. Maximum Roof Overhang: 30" into setback
- c. Minimum Roof Pitch: 5/12
- d. Maximum Building Height: 35'
- e. Minimum Driveway Apron: 20' x 20' (at the garage)

3. Exteriors, Materials and Colors

- a. Elevations that are similar in appearance are prohibited on any four adjacent lots, any three lots immediately across the street, or any two lots on a clu-de-sac.
- b. Wood siding or approved siding alternates listed below shall be the primary exterior material covering 80% of the structure. Approved accent materials include stucco, stone, brick, and approved simulated stone or brick, and will cover no more than 20% of the structure. In the front of a structure, approved accent materials may only be used around the front door in the foyer area, around the garage door(s), and on a privacy wall however the total accent area may not exceed 40 % of the front surface area.

Approved Siding Alternates: -Hardi-Plank  
-Stucco scored and textured to simulate  
hardi-plank or wood lap siding.

- c. The color of all exterior portions of any building or outbuilding shall consist of natural woods, brick, stone and such earth tone colors as the Architectural Committee shall approve. Pastel colors such as pink, yellow, or powder blue are not earth tone colors. All other exterior surfaces or fences of any type, quality or nature shall be painted or otherwise covered in earth tone colors. All colors of exterior surfaces shall be subject to approval of the Committee.
- d. The Committee shall have final approval of all exterior color plans and each owner must submit to the Committee, prior to approval, a color plan showing color of the roof, exterior walls, shutters, trims, etc.

4. Roofs

- a. Roofs shall have a minimum pitch of 5/12 and shingle/tile bottom edges shall align equally (no off-set pattern). Roof tiles shall be wood hand-split shakes or approved alternates listed below and minimum pitch shall be 5/12. Approved Alternates are as follows:

<u>BRAND NAME</u>	<u>PRODUCT LINE</u>	<u>COLORS</u>
• Monier Lifetile	Madera	Mountainwood & Autumnwood
• Monier Lifetile	Saxony Split Shake	Weathered Ash
• Monier Lifetile	Cedarlite	Ironwood & Silverwood
• Monier Lifetile	Saxony Slate	Florida Blend
• Hansen	Rustic Shake	Walnut Pebble Blend & Putty
• Hansen	Rustic Shake	Putty
• Entegra	Skandia Tappered Shake	Taupe & Cedar Tan
• Vande Hey Raleigh	Custom Brushed Shake	Oakwood Color Sequence
• Decra	Metal Roof Shake	Weathered Timber
• Decra	Metal Roof Shake	Teak
• Steel Rock	Metal Roof Shake	Weathered Timber
• Steel Rock	Metal Roof Shake	Western Wood
• Steel Rock	Metal Roof Shake	Walnut

- b. All roof stacks, flashings and metal chimney caps, where painted, should match the approved roof colors. Roof stacks and plumbing vents shall be on rear slopes of the roofs where possible. Dryer or bathroom exhaust fans may also vent under the rear or side eaves where possible.

- c. Roof colors and styles are considered an integral part of the exterior scheme of the building and subject to Committee approval.
- d. Solar water heating panels shall be reviewed on a individual basis, and if approved by the Committee, must be placed in the least visible location to surrounding residences.

5. Windows, Doors, Screened Porches and Patios

- a. Bright-metallic finished or bright plated metal exterior doors, windows, window screens, louvers, exterior trim or structural members shall not be permitted.
- b. All screening and screen enclosures shall be constructed utilizing anodized or E.S.P. aluminum finishes..
- c. The use of reflective or mirror finishes on windows is prohibited.

6. Garages, Driveways, Walkways and Exterior Lighting

- a. All buildings shall have a minimum of a two-car garage, which must be side loaded, unless the lot position is restrictive, and approved by the Committee. Automatic garage door openers are required. Carports are not permitted. All garage aprons shall be a minimum of twenty (20') feet by twenty (20') feet. Circular driveways may be permitted where drive enters and exits on the same street (secondary).
- b. No curbside parking areas may be created by extending any portion of the street pavement.
- c. All proposed exterior lighting shall be detailed on the final plans. No exterior lighting shall be permitted which, in the opinion of the Committee, would create a nuisance to the adjoining property owners. All new dwellings are required to provide a photo-sensor activated post light between the residence and right-of way. Each post light shall be a minimum of 40 watts.
- d. Use of blacktop or plain concrete is prohibited. Textured or scored concrete, bominite, pavers, cobble stones or other similar stone finishes will be approved by the Committee prior to installation.
- e. Where possible, access to corner lots shall be from the least traveled street (secondary).
- f. Driveway aprons must be patterned in the same manner as the driveway.
- g. Two (2) 4" P.V.C. pipes under each driveway, walkway, or other approved hard surface must be provided and installed ten (10') feet in from the edge of the paved roadway for future Homeowners Association use. This area is part of the right-of-way.

7. Awnings, Shutters, Walls and Fences

- a. Awnings, canopies, and shutters shall not be permitted or affixed to the exterior of the residence without prior approval of the Committee.
- b. All styles of hurricane/storm shutters must be approved by the Committee prior to their installation on any home. The Committee will only consider hurricane/storm shutters that are approved for use as shutters in Martin County. Once approved and installed on a residence, hurricane/storm shutters may be left in place in a covering or closed position from June 1<sup>st</sup> through December 1<sup>st</sup> of each year (Hurricane Season) provided this installation does not violate any Florida State Statute, Martin County Ordinance, or local fire code. Plywood and other non-code

shutter methods will not be approved by the Committee however their temporary use will not be prohibited during the 5-day period preceding a forecasted tropical storm strike (the NOAA 5 day cone forecast) or the 3 days following a storm strike.

- c. No fences or walls will be permitted unless approved by the Committee. (NOTE: All fences must be detailed and appropriate landscaping prior to consideration).

Approved Fence Types are as follows:

- Chain link PVC coated black or green in a height of 3 feet to 5 feet
- Powder coat finish aluminum picket fencing in white or bronze/black in a height of 3 feet to 5 feet. SPECIAL NOTE: Residents should consult Martin County Code before using this fence type to enclose a pool.

## 8. Landscape and Irrigation

- a. No tree may be removed from any lot unless approved by the Architectural Committee.
- b. A minimum of five (5%) per cent of the county appraised value of the dwelling is required as the cost for landscaping for each unit. Twenty (20%) per cent of the landscaping expenditure shall be for the purchase of mature trees. Two Live or Laurel Oak trees with a minimum 3 inch caliper must be placed in the front yard. The specified cost amounts are exclusive of required sod and irrigation. (NOTE: Some credit may be applied toward the preservation of existing plant materials and trees.)  
Independent appraisal may be required for landscape expenditure.
- c. An automatic, electric underground irrigation system shall be installed at the time of construction to fully water the entire lot. Irrigation water may be supplied via city water, well or lake for residences on the lake.
- d. All yards shall be fully sodded from the street to the rear property line or to the edge of the water, exclusive of plant beds and islands.
- e. Tree wells are required around existing trees where fill is added.

## 9. Air Conditioners, Garbage and Trash Containers

- a. All mechanical equipment (central air conditioner units, pool pumps/heaters, irrigation equipment, generators, etc...) shall be shielded and hidden so that they shall not be visible from any street or adjacent property.
- b. Window and/or wall air conditioning units shall not be permitted.
- c. All exterior garbage and trash containers shall be placed in an enclosed or landscaped area as approved by the Committee.

## 10. Swimming Pools, Tennis Courts, Accessory Structures and Play Equipment

- a. Above ground swimming pools shall not be permitted. Swimming pools shall not be permitted on the street side of the residence. Pool screening must be within the building setback.
- b. Accessory structures, such as playhouses, tool sheds and enclosed animal pens will not be permitted unless approved by the Architectural Committee.
- c. No permanent decorative objects such as sculptures, birdbaths, fountains and the like, shall be placed or installed on any yard facing the street unless approved by the Committee.

- d. Clotheslines shall not be permitted.
- e. Tennis courts are not permitted on a single lot.

11. Utilities

- a. All public utility wires, lines, cables, and pipes shall be installed underground in appropriate conduit.
- b. Every home must be pre-wired for cable T.V. and Telephone.

12. Docks, Waterfront, Construction, Boats and Shore

No seawalls, docks, bulkheads, mooring, piling or piers of any kind or any other construction shall be erected by anyone in, on or over lakes, lagoons, inlets or waterways within River Ridge unless bounded on any side by the Loxahatchee River and approved by the Architectural Committee as well as all federal and state agencies having jurisdiction over the same. In no event shall the Committee permit a waterfront lot owner to have more than one pier.