

**Sawgrass Players Club Architectural Review Application**  
4200 Marsh Landing Blvd., Suite #200 • Jacksonville Beach, Florida 32250

**To be Completed by Owner/Builder**

Subject Property Address: \_\_\_\_\_

Subassociation: \_\_\_\_\_ Unit: \_\_\_\_\_ Phase: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Also Attached: ☐ Letter of Intent ☐ Projected Timeline ☐ Survey indicating proposed changes  
*\*All requests must be accompanied by a Letter of Intent and Projected Timeline. Survey is required when applicable.*

Please note: The Master ACC shall review all modifications which change the building footprint or require a St. Johns County Building Permit. Additionally, they shall approve tree removal requests and modifications visible from another community, golf course or Master Association common area.

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

Owner Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Modification Request for: \_\_\_\_\_

Additional Details: \_\_\_\_\_

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

Estimated Start Date: \_\_\_\_\_ Projected End Date: \_\_\_\_\_

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

Builder/Contractor Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I have read and understand the governing documents applicable to the property and all the Architectural Review Guidelines. I am responsible for ensuring the general contractor complies with all applicable building codes and any damages incurred as a result of this project. I acknowledge I am responsible for maintaining positive drainage during and after the construction of the lot. No water drainage is to be diverted to adjoining lots. I am responsible for informing the primary contractor of such guidelines. Any change to the approved plans without prior Architectural Control Committee approval of the revised plans may result in further enforcement procedures.

I understand we are responsible for following such policies, completing the project(s) as described, and for notifying the Architectural Controller upon completion. I understand that if no claims have been made for damage or loss, my deposit will be returned following the final inspection of the project. Any funds paid out by the Sawgrass Players Club Master Association, including but not limited to the cost to repair any damage to the road right-of-ways, roads, utilities and construction contractor fines, are my responsibility and will be deducted from the deposit. If deductions exceed deposit amount, an additional fee may be charged.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **SAWGRASS PLAYERS CLUB**

## **ACC/ARB CHECKLIST OF REQUIREMENTS**

### **All requests must be accompanied by:**

- ☐ A Projected Completion Timeline from the Contractor, AND
  - ☐ A Letter of Intent, describing the scope of the project, for consideration.
  - ☐ All footprint changes shall be marked and must be indicated on a survey to scale.
  - ☐ All sample materials should be left onsite for the premeeting review.
  - ☐ Sample colors should be painted on the front of the home.
  - ☐ Heavy Equipment Agreement
- 

### **CATEGORY A** **(NO FEE / DEPOSIT REQUIRED)**

#### **A/C MECHANICAL EQUIPMENT OR PROPANE TANK — INSTALL OR RELOCATE:**

- ☐ Site plan with proposed location
- ☐ \*Screening landscaping and/or screening wall may be required

#### **GUTTERS — INSTALL OR REPLACE:**

- ☐ Product information/Color selection
- ☐ Proposed location - indicate full or partial coverage.

#### **PAINT DOOR /TRIM ONLY:**

- ☐ Exterior Paint Form (photo, samples, color specifications)
- ☐ Photo of existing paint color

#### **PAINT EXTERIOR: (No change)**

- ☐ Exterior Paint Form (photo, samples, color specifications)
- ☐ Photo of existing paint color

#### **PLAY STRUCTURE/BASKETBALL HOOP/SWING SET:**

- ☐ Survey/Site plan with location of play set
- ☐ Height & width w/brochure/photo of the equipment

#### **ROOF: (No color/material/elevation change)**

- ☐ Color/material specifications along with brochures or samples
- ☐ Photo of existing roof

#### **TREE REMOVAL:**

- ☐ Purpose for tree removal with photo & number of tree(s) to be removed.
- ☐ Site plan showing location of tree(s) to be removed.
- ☐ Landscape plan of plant material to replace removed tree(s)
- ☐ If tree is claimed to be diseased and is not discernible to the eye, an arborist statement is needed.
- ☐ Trees must be marked (string, surveying tape) to assist in the inspection process.

#### **WINDOWS/DOORS:**

- ☐ Color/material specifications w/ brochure or photo
- ☐ Total number of openings being replaced.
- ☐ Location of replacements if not replacing all windows/doors

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### **CATEGORY B** **(FEE / DEPOSIT REQUIRED)**

#### **ADDITION / RENOVATIONS / NEW CONSTRUCTION:**

- ☐ Survey/Site plan w/proposed addition
- ☐ Elevation and engineered drawings.
- ☐ All exterior specifications including colors, materials, and landscape changes.

#### **BULKHEAD:**

- ☐ Survey/Site plan showing proposed layout.
- ☐ Proposed materials and design rendering
- ☐ Stake proposed location, string proposed height.
- ☐ Partial Release of Easement/Bulkhead Maintenance Agreement
- ☐ \*SJRWMD Permit Determination Letter *as needed*

#### **FENCE:**

- ☐ Survey/Site plan showing location of fence
- ☐ Color & material specifications (height, style)
- ☐ Brochure/photo of proposed fence

#### **PATIO/DRIVEWAY/WALKWAYS:**

- ☐ Survey/Site plan showing location of patio/drive/walkway
- ☐ Proposed material/color samples and/or brochure
- ☐ Any landscape changes.

#### **PAINT HOUSE: (Color change)**

- ☐ Exterior Paint Form (photo of existing, samples, color specifications)

#### **PERGOLA/FIRE PIT/ OUTDOOR KITCHEN:**

- ☐ Color/material specifications along with brochures or photos
- ☐ Site plan with proposed location
- ☐ Landscape changes

#### **POOL:**

- ☐ Survey/Site plan showing location of pool
- ☐ Engineering plans
- ☐ Plans for pool and pool equipment enclosures
- ☐ Landscape changes

#### **ROOF: (Color/material/elevation change)**

- ☐ Dimensions/Elevation plan if any changes
- ☐ Color/material specifications along with brochures or samples

#### **SCREEN ENCLOSURE: (If separate from pool)**

- ☐ Survey/Site plan with location of screen
- ☐ Elevation plans
- ☐ Color of screen & frame



### **Acknowledgement of Requirements for Use of Dumpsters and Heavy Equipment for Roof/Home Construction and Tree Removal**

For all projects (regardless of whether prior architectural approval is required), the use of a dumpster or heavy equipment must be registered with Marsh Landing Management Company ("**MLMC**") in advance. Failure to do so before beginning a project may result in the applicable contractor(s) being denied entry into the Sawgrass Players Club.

This acknowledges that the undersigned homeowner and contractor/service provider for the project located at \_\_\_\_\_, Ponte Vedra Beach, Florida within the community will abide by the following policies. Failure to do so will result in fines and the cost of any necessary repairs being charged to the homeowner.

1. Prior to commencement of work the contractor will provide to MLMC an insurance certificate confirming the existence of comprehensive liability insurance coverage naming both The Sawgrass Players Club Association Inc. ("**SPCA**") and the applicable sub-association as additional insured parties. Placement of any dumpster or heavy equipment at a jobsite ~~3~~ shall be prohibited until such proof of insurance is provided.
2. The contractor is responsible for all subcontractors and the damage they may cause ~~this~~ to property owned or maintained by SPCA or any sub-association.
3. Dumpsters or similar containers must be provided within 24 hours of the commencement of the project and must be removed 5 days after the completion of the project, except that for driveway resurfacing projects, such dumpsters or similar containers shall be removed within 24 hours of the removal of the existing driveway surface.
4. Dumpsters and similar containers are **NOT ALLOWED** to be located on any roads, except in connection with driveway resurfacing projects. Even in connection with driveway resurfacing projects dumpsters and similar containers should be placed in the homeowner's yard versus the road, if possible as the homeowner will be responsible for the repair of any impacted roadway pavement, etc.
5. If there is no reasonable alternative to placing a dumpster or similar container on a road, it must be placed on 3/4" minimum width board or plywood at all points where the container contacts the road surface.

Trash and debris, such as paper products and roofing material, must be completely cleaned up at the end of each workday. In the event of any damages resulting from a project, damage claims shall be filed with the homeowner and the contractor and their respective liability insurance providers.

WE HAVE READ AND UNDERSTAND THE FOREGOING ACKNOWLEDGEMENT.

**Homeowner:**

\_\_\_\_\_  
Signature

Date\_\_\_\_\_

\_\_\_\_\_  
Print Name

**Contractor:**

**Name of Company:** \_\_\_\_\_

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

Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Send to:

Jamie Parker jparker@marshlanding.org Architectural Administrator  
Marsh Landing Management Company  
4200 Marsh Landing Blvd – Suite 200  
Jacksonville Beach, FL 32250

**SAWGRASS PLAYERS CLUB**  
**EXTERIOR PAINT REQUEST**

Homeowner Name: \_\_\_\_\_  
Homeowner Email: \_\_\_\_\_ Subassociation: \_\_\_\_\_  
Property Address: \_\_\_\_\_

Please include a current photo of your home and provide the paint # & name for your selection for each part you are painting and indicate whether it is a change or not.

(If the garage door is not being painted, or you don't even HAVE shutters, write N/A)  
Affix color samples to this form.



BODY:

TRIM:

SHUTTERS:

GARAGE DOOR:

FRONT DOOR:

WALL:

OTHER:

COMMENTS:



## **Sawgrass Players Club Acc/Arb Fee and Deposit Calculation Form**

### Definitions

**Fee:** Non-refundable amount for each construction project. Used for inspection of project, monitoring, and processing of paperwork.

**Deposit:** Refundable in part or whole. It is used to ensure repair of common property damage, and for out of pocket costs incurred in connection with projects that go over the estimated construction length

(NOTE: IF THE PROJECT GOES OVER THE SUBMITTED TIME PERIOD ADDITIONAL FEES WILL BE REQUESTED FROM THE HOMEOWNER).

### Project Categories

**Category A:** Routine maintenance such as painting, roof repair and/or replacement with NO changes in color or footprint, tree removal and other miscellaneous maintenance work such as AC or propane tank relocation or removal. All submittals for proposed work must include color samples of materials used and/or site plan for tree removal or major landscape changes.

Fee: \$0.0

Deposit \$0.0

**Category B:** Any new construction such as new house, addition involving footprint change, pool (all new pool or existing pool changes shall meet county fence or enclosure requirements), house color or roof color change, new out buildings ( plans shall show connection to main house), driveway footprint change, or other miscellaneous changes. All proposed work will include color samples of materials used and/or site plan as in tree removal or major landscape changes. All submittals shall include a contractor written estimate of construction time completion.

Fee: \$ 200.00 for Projects to be completed within 30 days plus an additional \$50.00 fee for each one month period of construction (example: two month completion the fee would be \$250.00, for four month completion, the fee would be \$350.00, six month \$450.00, and so forth)

Deposit: \$1,000.00 plus \$150.00 per each additional 30 day construction period beyond the initial 30 day construction period.

**EXAMPLE OF  
ACC/ARB FEE AND DEPOSIT CALCULATION FORM**

|                                        | Cat B- 1 month project | Cat B- 6 month project |
|----------------------------------------|------------------------|------------------------|
| <b>Fee Amount</b> (Non-refundable)     |                        |                        |
| First 30-day period                    | \$200                  | \$200                  |
| \$50 Each additional one month period  | \$0                    | \$250                  |
| Total fee amount                       | \$200                  | \$450                  |
|                                        |                        |                        |
| <b>Deposit Amount</b> (Refundable)     |                        |                        |
| First 30-day period                    | \$1,000                | \$1,000                |
| \$150 each additional one-month period | \$0                    | \$750                  |
| Total Deposit amount                   | \$1,000                | \$1,750                |

**FEE AND DEPOSIT CALCULATION FORM**

|                                                | Category B |
|------------------------------------------------|------------|
| First 30 day fee                               |            |
| \$50 fee each additional one month period      |            |
| Total Fee                                      |            |
|                                                |            |
| First 30 day period deposit                    |            |
| \$150 each additional one-month period deposit |            |
| Total Deposit Amount                           |            |



## **Plywood and Construction Hours**

**Plywood Requirement for Dumpsters:** To avoid damages to the Association's roads, minimum  $\frac{3}{4}$ " thick plywood of sufficient size to prevent the roll-off container's wheels from contacting the road at any time, including delivery and removal, is required. Please note dumpsters are only allowed to remain on the street for 24 hours while an existing driveway is being removed. **Any damage to the street will be the responsibility of the homeowner.**

The homeowner should be aware of potential damage to pavers directly abutting the road (right-of-way) and the need to (a) discuss the situation with their contractor and (b) consider stockpiling enough pavers to repair any damage at the end of the driveway caused by road repaving/repair or utility repairs.

The homeowner is responsible for requesting construction passes for all vendors while an approved project is being completed. Passes are issued at the Main Gate. The contact telephone number is (904) 543-0043.

**Construction/Workers' Hours.** The Association limits the days and hours that construction and other service work may be performed within the Sawgrass Players Club. No work is permitted on Sundays and major holidays (New Year's, Easter, Memorial Day, July Fourth, Labor Day, Thanksgiving, Christmas) and over the TPC weekend. Mondays through Fridays, permitted hours are from 7 a.m. to 6 p.m. During daylight-saving time, the hours are 7 a.m. to 7 p.m. On Saturdays, work hours are 8 a.m. to 5 p.m. the Sawgrass Players Club gate officers are authorized to grant exemptions due to emergency situations in accordance with existing post orders. Residents should be aware that some subassociations may enforce stricter construction restrictions.

**Cypress Creek:** No construction activity is permitted on Saturdays.

**Sawgrass Island:** Construction activity has additional limitations.