

Date Received from Owner: _____ by Hand delivered Mail Fax Other _____ App. #. _____

Only ONE lot modification request per form ARC/BOD reserves a 30-day review process for approval

Application for Lot Modification Request (ALMR)

PLEASE PRINT LEGIBLY

Submit Application by mail, hand delivery or fax

Mail to: Salt Springs Resort Association

P. O. Box 5056, Salt Springs, FL 32134

Deliver to: Gate House

Office: 352-685-4003 Fax: 352-685-2163

To Retrieve Forms Online: www.mysaltspringsresort.com

Name _____ Lot/Unit # _____

E-Mail (will be used to send approval, final etc.) _____

Phone(s) Home _____ Work/Cell _____ Fax _____

Mailing Address _____ City _____ State _____ Zip _____

Except as noted in the Lot Modification Regulations (LMR), there shall be NO alterations, additions, improvements or modifications to the exterior of any LOT or UNIT. Any approved work shall be done in strict accordance with the approved plans and specifications.

Check the following modification to be approved: (check only **ONE REQUEST** per form)

Park Model Shed Deck Screen Enclosure/Gazebo Trees Landscaping Patio/sidewalk/driveway Other

Specific Description: _____

PLEASE READ THIS AND THE ATTACHED LMR BEFORE PROCEEDING

1. Owner is responsible for attaching all necessary supporting documentation.
2. Attach a copy of the **lot survey** or **plot map** on which the locations of the proposed change, alteration, renovation or addition are clearly shown.
3. Attach a detailed drawing or blueprint of your plan(s).
4. Detail color scheme, list of materials used, contractor/self, elevation, or revised plan/specifications resubmitted.
5. Mark all trees clearly.
6. Area must be clearly marked by stakes showing exact placement of modification, property lines and survey pins.
7. Owner is responsible for obtaining any and all necessary approvals and permits.
8. All structures must meet ARC, Marion County Building and Health Code Regulations.
9. ARC ALMR forms must be approved prior to obtaining a Marion County building permit.
10. Required permits must be visibly posted on property before work begins.
11. Park Models, Sheds and Decks require Marion County Building Permits.
12. All work will be done expeditiously once commenced and will be done in a professional manner by licensed contractor or self.
13. Approvals are valid for six (6) months. Projects not completed within this time require resubmission.
14. All work will be performed at a time and in a manner to minimize interference and/or inconvenience to other residents.
15. Owner(s) assume all liability and will be responsible for all damage to other lots utility disruption and/or common area or injury, which may result from performance of this work.
16. Earth removal by hand or by mechanical equipment such as backhoe, bulldozer, ditch witch, etc., must be in detail.
17. Earth to be removed must be shown with new elevations and/or a No Cuts Survey provided by the utility companies upon request of ARC.

The ARC has made every effort to write guidelines that encompass as many situations as possible; however, there may be times when an unusual or overlooked situation arises. Under no circumstances will the ARC or SSRA be responsible or liable for errors, mistakes, problems, monetary or any other loss suffered by any owner that arises from or due to its action/ inaction or from any other cause.

IMPORTANT

- The undersigned owner(s) have read this ALMR and the attached LMR.
- The undersigned owner(s) hereby acknowledges and agrees that they shall be solely responsible for determining whether the improvements, alterations, or additions described herein comply with all applicable laws, regulations, codes and ordinances.
- The ARC shall have no liability or obligation to determine whether such improvements, and/or alterations comply with any such laws, rules regulations, codes or ordinances.
- Failure to submit a plot plan or detailed requirements/specifications will result in automatic disapproval.
- Owners who are not current on Salt Springs Resort Association Dues will not be approved by BOD.
- This alteration/modification may preclude lawn service from being completed

Signature of Owner(s): _____ Date: _____

Signature of Owner(s): _____ Date: _____

FOR ARC USE ONLY Lot # _____ Appl. # _____

ARC Comments: _____

() Approved () *Temporary Approval* () **Provisional Approval** () Disapproved () Application Incomplete () Resubmit

* Temporary Approval contingent upon ARC requirements being completed.*

** Provisional Approval for existing modifications due to non-submittal of ALMR prior to commencement of work.

Reviewed By ARC Members: _____ Date: _____

BOD LIAISON / BOD MEMBER Approval / Disapproval: (Circle one)

Date: _____

Comments: _____

BOD Approval / Disapproval: (Circle one)

Date: _____

Comments: _____

FINAL - ARC Completion - Approval - Disapproval - Other

Date _____

Comments: _____

FINAL LIAISON - BOD - Approval - Disapproval - Other

Date _____

Comments: _____

SSRA - LOT MODIFICATION REGULATIONS (LMR)

Architectural Review Committee (ARC) Guidelines

ALL of the following Lot Modification Regulations require Committee and Board of Directors approval.

- Additional regulations are listed in the Association Documents.
- Application for Lot Modification Request (ALMR) forms and site plans may be obtained at the Gate House or Salt Springs Resort Association (SSRA) website: www.mysaltspringsresort.com under resources/docs and forms.
- The ALMR is valid for SIX MONTHS from date of approval.
- An ARC ALMR form must be approved prior to obtaining a Marion County building permit.
- Required building Permit must be visibly posted on property before work begins.
- Owners who are not current on Salt Springs Resort Association Dues will not be approved by BOD.
- This alteration/modification may preclude lawn service from being completed.

TREES – Prior to any tree removal, an ALMR form must be completed and include:

- ✓ Location and type of tree being removed and the reason for the removal.
- ✓ List the name and contact information of the licensed and insured contractor doing the work.
- Trees must be clearly marked.
- ALL trees being removed must be replaced with an oak or other approved indigenous hardwood tree.
- Replacement tree must be minimum 2-inch base OR 5 foot tall.
- The replacement tree may be planted on your lot or on the common grounds in a location determined by the ARC.
- Replacement tree MUST be on the lot either planted or in pot before any trees are removed.
- All stumps are to be removed to a height below the level of the surrounding ground.

DECKS – An ALMR form must be approved prior to obtaining a Marion County building permit.

- DO NOT ORDER/INSTALL/BEGIN CONSTRUCTION until the ALMR form and ALL County permits are approved.

The Deck ALMR should include the following:

- ✓ A detailed drawing or blueprint to scale of the deck construction.
- ✓ Name and contact information of the contractor building the deck.
- ✓ A survey or detailed site showing the RV pad, deck location, the color and materials to be used, the 5 ft minimum setbacks and location of any other structures.
- Stake out the proposed location of the deck and clearly indicating lot lines.
- Deck boards must maintain ½" spacing.
- Deck screen enclosures shall be no higher than 12 ft., require a county permit and must have porous tops.

SHEDS – An ALMR form must be approved prior to obtaining a Marion County building permit.

The shed ALMR should include the following:

- ✓ Name and location of the manufacturer if purchased from a retailer
- ✓ Site built shed requires submission of engineered drawings.
- ✓ Construction information including the body, roof style, color/trim, year, and/or type of materials used.
- ✓ The name and contact information of the contractor who will be doing the installation.
- ✓ A survey or detailed site plan drawn to scale is to be included showing the RV pad, location of proposed shed, the 5 ft setbacks and location of any other structures.
- Each lot is restricted to only one shed, per County/St. John's water Management District requirements
- Stake out the proposed location of the shed and clearly indicate the location on the lot.
- Sheds will be no larger than 8 ft x 10 ft.
- Roof will be either gabled or hipped & can be either metal or shingled.
- Exterior peak of shed roofline shall be no higher than 12 ft.
- Sheds will be sided with wood, vinyl or metal. Siding body must be of a neutral color.
- Roof, trim and door required to be a complimentary color, consistent with RV/Park Model major color scheme.
- Sheds must be constructed and anchored to meet county wind load restrictions/code at time of installation.
- NO reconstruction or modifications of any shed allowed due to county wind load/approved building code deviations.
- NO air conditioner units permitted in sheds.
- NO living/sleeping quarters permitted per county code.

FIREWOOD/FIREPLACES – ALMR required. Any structure built to store firewood must receive approval.

- All structures for permanent/temporary/portable fireplaces/fire pits/fire containers, must observe the 5 ft. setback from property lines and all structures.
- All fires must be contained in an above ground fire container.
- No open ground fires/rings permitted.
- Firewood shall be stacked and stored neatly and must observe the 5 ft. setback from neighboring property boundaries.
- The maximum amount of wood stored on any lot shall not exceed 1cft. face cord, approx 4 ft x 18 in x 8 ft stacked.

SATELLITE DISH – ALMR required for permanent satellite dish installation.

- Only one satellite dish allowed per lot, observing a 5 ft. setback.
- Dish must be secured to prevent blowing away during a storm and damaging the property of others.

PARK MODELS – An ALMR form must be approved prior to obtaining a Marion County building permit.

Park Model ALMR forms should include the following:

- ✓ A detailed site plan drawn to scale showing the location of the park model external A/C, RV pad, property lines, all other structures.
- ✓ Park model construction information; such as body construction, roof, trim, skirting color, material used, model name, dimensions, builder name and/or sub-contractor information.
- **DO NOT ORDER/DELIVER/INSTALL** a park model until the ALMR form and ALL County permits are approved.
- Marion County requires a 20 ft. setback from the front property boundary.
- A 7.5 ft. setback is required on side and rear property boundaries.
- The location of the unit must be clearly staked out/marked.
- All property lines and survey pins are to be clearly marked and visible.
- Park models are to be installed parallel to and situated predominately on the existing RV pad.
- All park models will be skirted with a material matching or complementing the park model siding.
- No window A/C units are allowed.

A Certificate of Occupancy must be completed within sixty (60) days of park model's delivery.

ADDITIONAL PARKING AREAS

- Additional parking areas off the primary pad and/or approach require ALMR and ARC approval.

LANDSCAPE PLANTS TIMBERS/RAILROAD TIES/PAVERS/GRAVEL/STONE – ALMR required.

- All materials used for edging of property lines, patios, driveways, or lawn replacement, etc. must be pre-approved.
- Weed mat or other material used under gravel or stone must be approved due to water diversion on lot.
- Stone must be edged or lower than street level to prevent spillage onto street, adjacent lots and hindrances of lawn maintenance.
- Landscape timbers and/or all edging material must not be construed as a trip hazard or obstacle at street or common areas.
- Timbers must be trimmed at an angle and set back from street edge.
- Landscape plants must not be construed as fence or barrier when mature with 3 ft setback from pavement.
- Any rock/gravel/stone/brick or any other material used for grass replacement along with landscaping, and/or flower beds are the responsibility of the owner for grass/weed control.
- This alteration/modification may preclude lawn service from being completed.

OUTSIDE CLOTHES LINES/SOLAR DRYERS – ALMR required for permanent collapsible clothes lines.

- When opened must observe 5 ft setback from property lines.
- Unit must be placed toward rear/back of lot to be inconspicuous from street and respectful of neighbors view.
- Must be closed when not in use and not left open overnight.
- No lines strung from trees or between units at any time.
- Clothes lines or clothing/articles shall not be strung/hung from trees, between units or other attachments.

947 RULE - EXTREMELY IMPORTANT

The following are required by St. Johns River Water Management District:

- Each lot is allowed a TOTAL of no more than 947 sq. ft. of impervious ground cover.
- Impervious is defined as “land surfaces which do not allow, or minimally allow, the penetration of water.”
- Examples of impervious ground cover include but are not limited to - asphalt or concrete RV pad, concrete/ asphalt patio, shed and canvas deck cover.
- Decks or platforms are considered "pervious" if they have deck boards with at least ½ inch spacing
- Any lot modification involving impervious ground cover must include a certified survey by a currently licensed surveyor showing that the proposed modification does not cause the lot to exceed the TOTAL of 947 impervious sq. ft.

ADDITIONAL REQUIREMENTS

- An ARC ALMR form must be approved prior to obtaining a Marion County building permit.
- SSRA Approval does not relieve the applicant from any legal implications or damages to common and/or neighboring properties.
- **Emergency repairs: 14 day maximum for tarps, portable a/c units, boarded windows, etc.**
- Due to underground utilities, it is recommended that tie down anchors be manually installed.
- It is recommended that underground utilities be located prior to lot modification as owner is responsible for utility disruption.
- Earth removal by hand or by mechanical equipment such as backhoe, bulldozer, ditch witch, etc., must be in detail.
- Earth to be removed must be shown with new elevations and a (No Cuts Survey provided by the utility companies).
- RV's/Units 5th wheels, travel trailers, motor homes, or any unit with the RVIA Recreational Vehicle Industry Association Sticker, are to be installed parallel to and situated predominately on the existing pad.
- No utility or storage shed, carport, garage type shelter, hard roofed awning or any type of portable/permanent extended overhang/roof over or any attached structure(s) may be added or installed without an ALMR form approved per documents.
- Any changes and/or modifications on previously approved requests consisting of, but not limited to replacement, remodel, color or location must be resubmitted for ARC approval.
- Any officer of the SSRA and/or the Community Association Manager and/or Park Staff has the right to stop any work or improvement that has not received prior or proper approval or that they feel creates an **unsafe** condition.