



**Property Owner: Name, Address, Phone**

(     )
Email:

**Property Information**

Lot #:
Phase #:
Address:

**Contractor: Name, Address, Phone**

(     )
Email:

**Project Lead: Name, Address, Phone**

(     )
Email:

***All renovations after initial construction shall submitted to the DRB for review and approval.***

- Exterior Renovations, this includes and not limited to color changes to the house/garage or trim, addition of shutters (standard or Bahama), enclosing porches, etc., shall submit the DRB Renovation/Remodel application for approval to the DRB.
- Interior Renovations, this includes and not limited to remodels of bathrooms, kitchens, garages, etc., shall submit the DRB Renovation/Remodel application for approval to the DRB.
- Any project that exceeds \$2,500, it is highly recommended to use a Residential Basic Contractor. Handymen are not licensed in the state of Georgia and should only perform work up to \$2,500. For more information, please refer [O.C.G.A. § 43-41-17](#)
- Any project involving plumbing, electrical, or mechanical (HVAC) will need a permit from the City of St. Marys provided with the DRB application. A copy of all permits must be received by the POA office prior to start of project.
- The allotted time for work hours is Monday through Friday from 7am to 7pm only. Saturday work will only be allowed with prior approval from the POA office. If approved, Saturday work must be quiet inside work only from 9am to 2pm.

**ITEMS TO BE INCLUDED WITH SUBMITTAL FOR REVIEW**

- Site Plan (Ga certified surveyor)– Showing property lines, existing contour lines, location of specimen trees, setbacks, location of structure, walks, drives, hvac equipment & other proposed site improvements (*if improvements involve exterior changes*)
- Map of property with location of dumpster for the project
- Floor Plans/Renovation Plan

**DESCRIPTION OF RENOVATION/REMODEL/ADDITION PLAN**

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TIMELINE OF RENOVATION/REMODEL/ADDITION

Expected date of initiation of construction	
Approximate Project Duration	

FINAL PLAN REVIEW - Phase "A" Specifics

Material	Color
Material	Color
Material	Color
Windows Type	Color/ Material
Other Fences, walls, etc..	Color/ Material
Other Fences, walls, etc..	Color/ Material

Enclosed dwelling area of proposed structure:

	Existing (square feet)	New (square feet)
Heated & Cooled Areas		
Covered Porches		
Garage		
Other- screened enclosure, etc.		
TOTAL AREA		

Total Impervious area- roof outline, concrete decks, walkways, driveway \_\_\_\_\_

Is the improvement of this property for speculative purposes YES NO

Has a structure been previously constructed from these plans in CH YES NO



**SUB-CONTRACTOR INFORMATION**

Name	Phone #
Name	Phone #
Name	Phone #

I hereby certify that I have reviewed the covenants, restrictions and architectural design guidelines and will construct the above dwelling in accordance with these documents and representations made on this application, including plans, specifications, and that no oral representations have been made by either myself or the builder. The square footage is accurate and the dwelling will be constructed as represented. I understand that I am responsible to provide the DRB with a digital copy any City of St. Marys Permits. I understand that I am responsible for the DRB Submission Fee payable to the Cumberland Harbour POA prior to the start of construction.

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_ BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_

**PRELIMINARY/FINAL approval is hereby granted for the construction of the improvements detailed in the plans and specifications submitted with this application.**

This approval is limited to design criteria established by the Design Review Board as provided by the Design Review Board Guidelines and should not be interpreted as approval of any variation from restriction or conditions imposed on the property owner by contract or other guideline restrictions. All revisions or additions to the exterior of any structure must be submitted to the Design Review Board for approval.

CH DRB RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

<i>Date Application Received</i>	
<i>Received By</i>	
<i>Date DRB Fee Paid</i>	
<i>Date on DRB Agenda</i>	
<i>Date Approval Granted</i>	
<i>Date City Permit Issued</i>	
<i>Date of Compliance Inspection</i>	
<i>Inspection By</i>	
<i>Date of CO</i>	
<i>Date Security Deposit Refund Issued</i>	
<i>Processed By</i>	