



PROCEDURE FOR APPROVAL OF HOUSE PLANS

ALL INFORMATION TO BE CONSIDERED AS A PART OF THE PLAN REVIEW PROCESS MUST BE CLEARLY INDICATED ON THE DRAWINGS/PLANS

Construction Fee

A Refundable Construction Fee of \$2,550.00 (**\$50.00 is non-refundable and used for the purchase of a permit sign. The permit number from Ministry of Works is to be provided for permit to be ordered from office prior to construction**) is due PRIOR to commencing ANY WORK including land clearing. The Fee or part thereof is refunded based on the following:

1. Submission of a copy of the Occupancy Certificate for the unit in question
2. Completion of approved Landscaping, Drive and Walk ways
3. Completed **Refund Construction Fee Checklist** -this internal Form is completed by the Architectural Committee

Processing Time

The Plan Review process takes up to 15 business days. The committee meets the 3rd Tuesday of each month Plans must be submitted 1 week prior to the meeting.

Approval Period

Please note that Plan Approval is only valid for 1 year, therefore construction must commence within 12 months after approval is received.

Association Fee

The Member must be in Good Financial Standing (Association Fees current) to have plans reviewed and during construction.

During the construction process if the Member should fall in arrears with Association Fees no Contractors/Sub-Contractors/heavy equipment or Material delivery will be allowed to the construction site.

House Plans

Kindly present the following to the POA office prior to Ministry of Works submission

- **TWO (2)** sets of House Plans in large format
- **pdf file** (electronic copy) via email manager@charlottevillebahamas.com

Plans should consist of:

- Site plan showing landscaping and setbacks clearly marked
- Elevations showing window type & style, roofing materials & roof pitch.
- Color sample/swatch and written description of ALL exterior house color(s).
- Pool, guest house and cabana
- Wall (height and material)

Clearing of lot

Hand-clearing is permitted, however once the lot is cleared mechanically, you have 2 years to complete construction.

The POA office must be notified Two (2) business days in advance of tractor/heavy equipment arrival for admission at security.

Site Safety Guidelines: for complete details see Guidelines for Contractors

All construction work must be pre-approved.

Site hours are 7:30am - 5pm Monday to Friday and 7:30am -1pm Saturdays. **NO WORK ON SUNDAYS & PUBLIC HOLIDAYS**

A complete list of ALL workers must be placed in GATEKEY and the Association Office informed before construction can begin. Only persons on that list will be allowed access to the site. See Guidelines for Contractors

Any damage to infrastructure or lot markers/pins will be repaired/replaced AT THE LOT OWNERS EXPENSE.

The LOT owner is responsible for ensuring the site and construction materials are properly secured to avoid loss or damage.

All garbage/construction debris must be removed from the site. Food, food containers/wrappers and drink containers/cans MUST BE REMOVED DAILY

Permit number must be prominently displayed at construction site.

Receipt of "Procedure for Approval of House Plans and Guidelines for Contractors"

Signed By: _____ Lot Number _____ Date: _____
Lot Owner/Member