

TURTLE COVE PROPERTY OWNERS ASSOCIATION

PROCEDURES REQUIRED FOR CONSTRUCTION

NOTE: Property Owner(s) and/or building Contractor(s) should familiarize themselves with the Turtle Cove Covenants and By-Laws, which regulate construction and use of property.

1. Obtain a "Guide for Construction" Sheet from the Turtle Cove Office.
2. Submit the following to the Turtle Cove Office for review by the A & E Committee a minimum of 30 days prior to any clearing or construction:
 - a. Copy of current recorded deed
 - b. Completed "Application for Clearing Permit" (Attachment I)
 - c. Completed "Application for Construction Permit" (Attachment II)
 - d. Completed "Plot Plan Layout" (Attachment III)
 - e. Copy of approved Jasper County "Septic System Permit"
 - f. Completed Water Service Agreement (Application for Water Meter) and payment of \$1,350.00 for meter/tap fee (Attachment V)
 - g. Copy of "Certified Survey of Property" (dated within previous 12 months)
 - h. Copy of "Approved Jasper County Building Permit"
 - i. One Set of Building Plans & Specifications, including Elevations
 - j. Copy of GA Power "Approved Permit for Lake Front Changes" (e.g. dock, seawall, tree removal, rip-rap, etc.)

The A & E Committee will process your application within 14 days after receipt of all requested documentations.

3. After the Application has been approved:
 - a. Pick up "Approved Permits from Turtle Cove Office
 - b. Post Permits on site (visible from the street)
4. After Project is Completed:
 - a. Contact Jasper County Building Inspector for final inspection & occupancy certificate
 - b. Supply Turtle Cove Office with a copy of "Certificate of Occupancy"

TURTLE COVE GUIDE FOR CONSTRUCTION

The A & E Committee will review the building plans, plot plans & the extent of tree removal required for placement of the house, drive way and septic system. They will also review the elevations and its relationship to the surrounding topography, the final grading of the building site and driveway with regard to the control of surface water drainage (see Section 4 of the Covenants).

The following documents are attached and must be completed and submitted to the Turtle Cove Office a minimum of **30 DAYS BEFORE CLEARING OR CONSTRUCTION IS TO BEGIN**.

1. **Application for Clearing Permit (Attachment I):** This document should be completed in accordance with the following:
 - a. Locate the property survey stakes (iron pins). Run string between the stakes.
 - b. Mark with surveyors' tape the trees that **WILL BE LEFT STANDING** after construction is completed. **NOTE:** Clearing of more than 25% of the trees outside of the building area, driveway, and septic system is not permitted without special approval of the A & E committee. (See Covenants Section 4.01 (c).
 - c. Burning of clearing or construction debris is **NOT** allowed.
2. **Application for Construction (Attachment II):** This document should be completed specifying construction details regarding size, color, location, etc. Using easily identified stakes, locate the corners of the house and other structures.
3. **Plot Plan Layout (Attachment III):** Must indicate:
 - a. Distance from the property line of all structures (porches, decks, outbuilding, etc.). Minimum setback requirements: 15 ft. on sides, 75 ft. from center line of any street, 35 ft. from rear property line, (75 ft. on lakeside). **NOTE:** State requires 25 ft. natural buffer on lakefront.
 - b. Location of driveway and septic system.
4. **Application for Fence, Screening or Enclosures (Attachment IV).**
5. **Application for Water Meter (Attachment V).**

FAILURE TO ADHERE TO THE ABOVE MAY RESULT IN DELAYS IN PROCESSING YOUR APPLICATION. REFER TO COVENANTS: SEC. 4.01 - 4.09, 6.01 - 6.03 AND BY-LAWS, ARTICLE XVI, XVIII, XIX, AND XXII.

TURTLE COVE APPLICATION FOR CLEARING PERMIT

ATTACHMENT I

NAME OF PROPERTY OWNER: _____ DATE: _____

PROPERTY: LOT# _____ SECTION _____ STREET _____

CONTACT PHONE NUMBERS: DAY _____ NIGHT _____

I hereby apply for a permit to clear the above described property for construction according to the attached Plot Plan Layout.

I have read and understand the Turtle Cove Covenants and By-Laws and will comply with them fully.

I will not remove more than 25% or (1 in 4) of the large trees (over 3 inches in diameter) without special permission secured from the A & E Committee in advance. I will wrap surveyors orange tape around every tree that is to be left standing, for A & E Inspection, before & after construction.

I also affirm that no residue or trash from the clearing and construction operation will be left on my property, or any other property, including greenbelt. I will dispose of all trash and material at my own expense in a timely and legal fashion. I understand that there will be **NO BURNING** of clearing or construction debris.

I pledge to comply with all of the above and understand that I am responsible for the actions of my family, guests, and contractors. I will encourage them to respect the rights and privacy of the neighbors.

I will properly instruct my contractors so that excess clearing of trees will not occur. Approximate number of large trees left after construction will be _____.

SIGNATURE OF PROPERTY OWNER

APPROVED BY (A&E COMMITTEE)

APPROVED BY (A&E COMMITTEE)

DATE

TURTLE COVE APPLICATION FOR CONSTRUCTION

ATTACHMENT II

PROPERTY OWNER: _____ LOT#: _____ SECTION: _____

CONTRACTOR: _____ PHONE #: _____

HEATED AREA OF HOUSE: Square Feet of Main Floor: _____
Square Feet of Second Floor: _____ Square Feet of Basement: _____

DISTANCE FROM PROPERTY LINE OF ANY STRUCTURE:
Front: _____ Rear: _____ Left: _____ Right: _____

BLUEPRINTS OF ALL STRUCTURES (floor plan & elevations): _____

FULL FOUNDATION TYPE (slab, block or poured concrete): _____

EXTERIOR MATERIAL: _____ EXTERIOR COLOR (NOT WHITE): _____

ROOF MATERIAL: _____ ROOF COLOR: _____

SIZE OF DECKS & PORCHES: _____

DETACHED GARAGE OR OUTBUILDING SIZE (including blueprint): _____

Note: Garage and/or Outbuilding must be same color as house.

THIS APPROVAL IS GOOD FRO 180 CALENDAR DAYS FROM DATE OF APPROVAL. AFTER THAT TIME YOU MUST BE REAPPROVED.

I _____ have received, read and understand the Covenants and By-Laws of Record for Turtle Cove Subdivision and pledge to comply. I understand that I am responsible for my family, guests, and Contractors.

Mailing Address: _____

Phone Numbers: _____

Date: _____

APPROVED BY (A&E COMMITTEE)

APPROVED BY (A&E COMMITTEE)

PLOT PLAN LAYOUT

ATTACHMENT III

(SEE ATTACHED SAMPLE)

DATE: _____

NAME OF PROPERTY OWNER: _____

LOT#: _____

SECTION: _____

STREET: _____

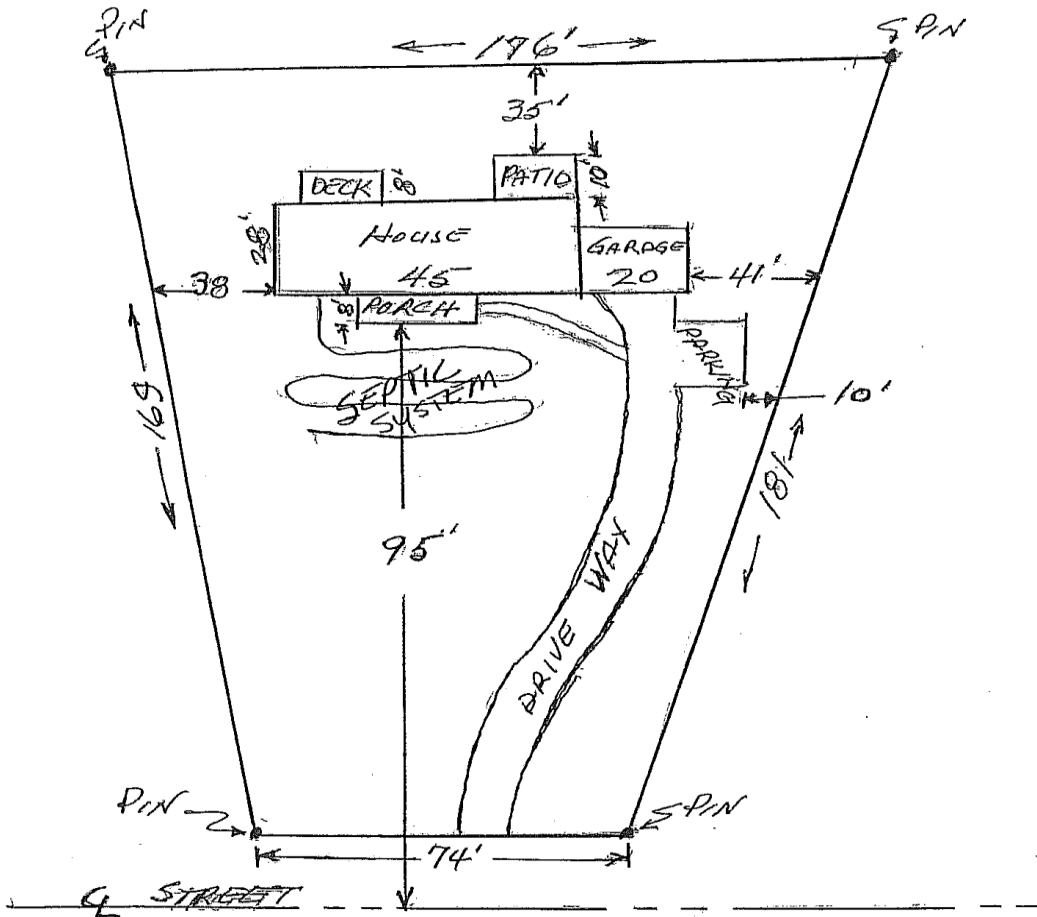
RECOMMENDATION OF A & E COMMITTEE

APPROVED: YES _____ NO _____ NAME _____ DATE _____

YES _____ NO _____ NAME _____ DATE _____

REASON FOR DISAPPROVAL: _____

PLOT PLAN SAMPLE



5/25/04

TURTLE COVE APPLICATION FOR FENCE, SCREENING, OR ENCLOSURE

ATTACHMENT IV

PROPERTY OWNER: _____ DATE: _____

LOT#: _____ SECTION: _____ STREET: _____

FENCE DESCRIPTION: _____

TYPE OF MATERIAL: _____ COLOR: _____

PLANNED USE: _____

SKETCH OF AREA (show present buildings & area to be enclosed)

SIGNATURE OF OWNER: _____ PHONE#: _____

MAILING ADDRESS: _____

APPROVED BY (A&E COMMITTEE)

DATE: _____

APPROVED BY (A&E COMMITTEE)

DATE: _____

**TURTLE COVE APPLICATION FOR WATER METER
ATTACHMENT V**

TC Lot # / Account No.: _____ Date: _____

Name of Property Owner: _____

Service Address: _____

I understand that a fee of \$1,350.00 for water service is to be paid at the time "Application for Construction" is submitted. This fee includes installation of the service line from the main line to the meter, water meter, meter box, cut-off valve, and stub off stand pipe with hose bib.

I further understand that the Turtle Cove Water Department has 30 days from the date of approval to complete the installation of the water service. This service will be locked out until the owner/contractor request service, at which time monthly billing will begin.

NOTE: Turtle Cove Water Department recommends installing a thermal expansion tank on hot water tanks.

Signature of Property Owner

TO BE COMPLETED BY THE TURTLE COVE WATER DEPARTMENT

_____ Water Service Fee has been paid Date of Payment: _____

Water Meter Number: _____

Comments: _____

Completed Date: _____

Completed By: _____