

Country Cottages

Architectural Design standards Guidelines, Rules and regulations

**Revised as of
02-01-2005**

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Introduction

All residents benefit from the planning and design that was an important part of the development of Country Cottages. The intent of the **Design Standards Manual** is to assure the residents the standards of design and quality of our community will be maintained. This, in turn, protects property values and enhances the overall environment of Country Cottages. An essential element of architectural control is the recognition by all homeowners of the importance of maintaining the character of the community. The **Design Standards Manual** should be reviewed as a *benefit*, not as a *burden*, to the community.

Please remember, Request approval before beginning any improvements or modifications!!! The vast majority of problems occur when an owner begins a project without written approval from Country Cottages of North Florida Inc.. In order to ensure compliance and uniformity of application, a system of warnings, appeals, and fines are included in these guidelines.

Violations

If any alteration or modification is made without the required prior written consent of Country Cottages of North Florida Inc., the alteration will be deemed to have been undertaken in violation of the declaration. All unapproved alterations or modifications may be required to be removed until Country Cottages of North Florida Inc. approval is granted. In no event may any alteration or modification be allowed to remain if in violation of any of the covenants and restrictions, or in violation of any zoning or building ordinance or regulation. Country Cottages of North Florida Inc. is empowered to enforce its policies, as set forth in the declaration and this manual, by means specified in the declaration, including taking action in a court of law, to ensure compliance.

General Guidelines

A form must be submitted for review and approval by Country Cottages of North Florida Inc., unless stated herein, for all exterior alterations. Exterior alterations include, but are not limited to, windows, storm doors, new front doors and window installations, roof alterations, construction of driveways, sidewalks, storage buildings, decks, patio changes, screen porch or sunroom additions, fences, retaining walls, The original architectural character or theme of any home, as well as the community overall theme, must be consistent for all exterior components of the home. You may not alter the character of a home or alter a home in a manner, which alters the character of the neighborhood.

If County authorities make changes to the plans as approved by Country Cottages of North Florida Inc., the owner must submit such changes for approval before commencing construction. Owners are advised that a building permit is required for certain exterior building alterations and it is the owner's responsibility to verify this before commencing any work. Repairing and maintaining any existing or future exterior structure and other appropriate external care are required year round on all structures on your lot.

Application for Modification Process

1. General

Each proposed project or structure is unique to the Lot to whom it pertains. Each request will be evaluated on the individual and unique elements of the project. Unauthorized action by an owner and/or prior builder action on request of a similar nature will not serve as a precedent for any subsequent **Application for Modification** or **Form**. A Form is provided herein as **exhibit A** of these guidelines. It is required in order for an applicant to submit a proposed project to Country Cottages of North Florida Inc.. A form **must be approved** in writing by Country Cottages of North Florida Inc. before any work begins.

2. Form and Plan submission and review process

Any section of the guidelines requiring the submission of a **Form** and if required, will be processed by Country Cottages of North Florida Inc. using the following procedures:

a. A Form must be **completely filled out** and signed by the applicant, defined as the owner who has submitted a form to Country Cottages of North Florida Inc.. Attach the Form to any plans required by the appropriate section of guidelines.

b. Once a completed form and plans are submitted to Country Cottages of North Florida Inc., the form will be stamped with the date of its receipt. This date will become the **Submission date** of the form. Country Cottages of North Florida Inc. will offer a decision in writing within 30 days from the submission date. If Country Cottages of North Florida Inc. does not issue a decision within 30 days of submission date, the proposed project is approved by default.

c. Country Cottages of North Florida Inc. will review the Form and any required plans in order to render a decision. A decision by Country Cottages of North Florida Inc. is defined as, 1) **Approved** allowing the start of a proposed project, or 2) **Denied or Denial** which means the applicant cannot construct or install the proposed project. A denial may also indicate the Form is incomplete, which is grounds for an automatic denial

d. The applicant within 30 days of Country Cottages of North Florida Inc. decision which the applicant deems unsatisfactory may file a written appeal of denial for modification form (**Exhibit B**) to have the matter reviewed by Country Cottages of North Florida Inc.. This request must include a copy of all materials submitted initially, as described in **Exhibit A** above, and a letter from the applicant describing the reasons for Country Cottages of North Florida Inc. to reconsider their decision. Country Cottages of North Florida Inc. will have 30 days from the submission date of the appeal to render a final decision. If Country Cottages of North Florida Inc. does not issue a decision within 30 days of the submission date, the proposed project is approved by default.

Exterior Alterations

1. Color or material changes to exterior home

The following guidelines have been adopted for exterior color and materials.

- a. House colors shall be of a neutral tone.
- b. Stucco and vinyl siding may not be painted.

A **Form is not required** when:

- a. The same paint color is used to maintain doors and windows
- b. Matching house siding and trim to repair or replace exterior vinyl siding and other vinyl elements.
- c. Repairing or replacing roof shingles which match existing roofing material of the house

A **Form is required** when:

Vinyl Siding: The color of the vinyl siding is going to be changed.

Roofing: Roofing style and color is to be changed

2. Detached buildings

A form **must be submitted** for all detached buildings. Detached building will be considered under the following guidelines

- a. The building should generally be located in the rear of the home with primary emphasis being that placement on the lot minimizes visual impact on adjacent properties or from the street.
- b. The building shall not be used for any purpose which might cause disorderly, unsightly, or unkempt conditions.

3. Decks, Patios, and Retaining walls

All new decks, deck extensions, patio trellis, and retaining walls will be considered upon completion of a **form**.

Decks

The following guidelines have been adopted for decks in the community.

- a. Materials must be cedar, cypress, or No. 2 or better pressure treated pine
- b. Color must be natural or natural appearing stain or sealer
- c. Decks can not extend beyond the side of a house.

Patio

The following guidelines have been adopted for patios:

- a. Awnings that will be used shall be retractable, no permanent awning or covering may be used unless converting to a sunroom or screened porch.
- b. Trellises, arbors, gazebos, and pergolas will be approved on individual bases.

4. Doors and Windows

All new doors and windows will be considered upon **completion of a form**.

1. Storm doors and doors

- a. Storm doors must be black or white with full glass front
- b. Security bars or grates on doors and windows will not be allowed.
- c. Doors and storm doors must be made of anodized aluminum or anodized bronze with baked on enamel.
- d. The color must be consistent with existing siding and trim colors of the house.
- e. Wooden stained glass doors are allowed

2. Windows

- a. New windows shall be of same material and style with existing windows
- b. No storm windows will be allowed

5. Room Additions (Screened porches and Sunrooms) .

A form **must be submitted** for all exterior room additions.

- a. screened porches and sunrooms on the existing patio or deck are the only exceptions for an exterior room addition. Patio or deck can be enlarged to design standard measurements.
- b. Garages can not be converted into a room
- c. The room addition and construction should closely match the theme and character of the existing home design. The exterior material should be the same color and material used on the existing home. Roofing material should also match existing home.
- d. The owner is responsible for obtaining a building permit for construction.

6. Driveways

- a. Driveways may not be painted.

7. Exterior Landscaping

The following guidelines have been established for our community.

- a. Landscaping shall be tasteful
- b. Landscaping elements cannot impede traffic sight lines.
- c. Artificial landscape plants, flowers, and shrubs are not prohibited on any lot.

2. Tree removal

Must give adequate reason for removing healthy tree and must have approval of Country Cottages Of North Florida Inc.

8. Lawn and Landscape Maintenance

The general appearance of each lot and the residence thereon, including landscaping, must conform to the level of upkeep that is accepted as the development wide standards. Failure to maintain your property and Lot to these standards of good and orderly repair will subject the owner to fines and or liens on the property.

1. Maintenance

The following guidelines have been adopted for our community:

- a. Over seeding and restoring lawn grasses when necessary
- b. Watering, fertilizing, mowing, and edging lawn grasses,
- c. Removal of all volunteer or wild growth of weeds or non landscape quality vegetation considered natural to the area
- d. Prompt repair of barren lawn areas to reduce erosion
- e. Renewal of pine straw or bark mulch used in islands or naturalized areas are required at least annually
- f. All landscape beds must be free of weeds and overgrown grass.
- g. Pruning of trees and shrubbery, hedges and other vegetation so that the yard presents a manicured appearance and the visibility of motorist and pedestrians is not obstructed.

9. Fences

A form **must be submitted** for all Fences. Fences will be considered under the following guidelines:

- a. Fences should be privacy or picket in style
- b. Fences should be a wood or white vinyl; No chain link fences will

be allowed.

- c. Maximum height of fence cannot exceed 6 feet
- d. Crossbeam shall not be visible from any street. Finished sides of fence must be turned to the outside.
- e. Wood fences should be stained natural or a natural tone for maintenance purposes. Any other application must be approved.
- f. Fences shall not be located closer to any street than the back of the home. On corner lots an application is evaluated on case by case bases. In any case, no fence shall be closer to a street on a corner lot than the plane of the building wall of the house on the lot closest to the road.
- g. Fence should be compatible to neighboring Fences.
- h. The ability to maintain property between two fences

10. Private Swimming Pools, hot tubs and landscape ponds

The following guidelines have been adopted for swimming pools:

1. Above ground pools

- a. Above ground pools are permitted within a fenced in backyard.
- b. Small portable wading pools for children are permitted: but should not be left out.

2. Hot tubs/ Spas

These are the following guidelines that have been adopted for Hot tubs and spas.

- a. Hot tubs/Spas shall be screened from adjacent properties.
- b. They may only be located in the rear yard and not be seen from the street.

3. Landscape pools, Fountains, Waterfalls

A form is not required as long as the following guide lines are met:
It must be located in the rear of the yard

11. Play Equipment

A Form is not required to be submitted if the following guidelines are met.

- a. Play equipment should be located in the rear of the yard.
- b. Play equipment should be adequately maintained
- c. Trampolines shall be within fenced yards
- d. Play equipment shall be sized and located such that it will have minimal visual impact on adjacent properties.

12. Basketball Goals

The following guidelines have been established:

- a. Only free standing or portable basketball goals are allowed in front. Permanent goals are allowed in the back yard.
- b. Goals are not allowed on the road. They must be adjacent to the side of the driveway.
- c. Fixed, installed, or attached basketball goals are not allowed.
- e. Goals should be stored when not in use for more than 2 weeks or when not in use for extended periods of time. (For example: winter time, vacation)

13. Vehicles & Parking

The following guidelines have been established:

- a. no commercial vehicles, house trailer, mobile homes, motor home, truck with a camper top, boat, boat trailer, camper, recreational vehicle or similar type of vehicle may be stored in open view on residential property for longer than 48 hours period.
- b. Any such equipment or vehicles stored on a residential lot longer than 48 must be stored in an enclosed space and concealed from view.
- c. All personal vehicles parked in open view and not in garage must be operable and may not be unsightly.

d. No vehicle may be parked on any yard, sidewalk, or right of way or easement.

14. Business Use

All lots shall be used for residential purposes exclusively. No business activity shall be carried on upon any lot at any time except with the **written approval from** Country Cottages of North Florida Inc.. An applicant must **submit a form** for Country Cottages of North Florida Inc. approval before operating any business in the development.

- a. The business must not cause a nuisance in the community or an unreasonable amount of traffic
- b. The business must be allowed under local zoning laws and not be associated in any way with any operation considered illegal.

15. Miscellaneous Exterior Items

The following guidelines have been established. A **form is not required** if the following guidelines are met.

1. Mailboxes

- a. Mailboxes must be maintained

2. Storage

All storage items including, but not limited to, lawn and garden equipment, portable recreation equipment, canoes, solar equipment, garbage cans, and wood piles shall be kept in a garage or screened by adequate planting or approved fencing.

3. Garbage Cans

- a. Must be screened by planting or approved fencing or stored in garage.
- b. Should not be placed on the curb no earlier than 5pm on the day prior to collection.
- c. Garbage cans should be removed before the next morning after collection day.

4. Window Coverings

No windows shall be covered with unsightly coverings, including but not limited to window fans, window air conditioners, sheets, paper, etc.)

5. Animals

- a. No agricultural animals may be kept on any lot
- b. No animal shall be allowed to become a nuisance.
- c. Animal owners should be considerate of other homeowners while walking there dogs. For example (Homeowners should clean up after there animal if they defecate on another homeowners lawn.)
- d. Dog kennels shall be kept in the rear of the yard. Dog runs or chain link pins are not allowed. Dog houses shall be maintained like any other structure on the property. In an unfenced yard the dog houses shall be placed so that they can not be seen from the road.
- e. All dogs should be secured for the safety of all our neighbors.

6. Unsightly or Unkempt Conditions

- a. The pursuit of hobbies or other activities, which might cause unsightly or unkempt conditions, is not allowed.
- b. Solid waste may not accumulate on any lot, nor be buried, or

Fines

a. A \$20 per day Violation fine will be assessed after notification and 30 days to correct the violation has occurred.

b. Transfer of ownership WILL NOT erase an outstanding violation or associated fines since a violation follows the property , not the property owner.

Failure to pay the assessed fines and/or other costs, and/or failure to remedy the violation(s) will cause Country Cottages of North Florida Inc. to begin abatement procedures. This can include a property lien or foreclosure proceedings as specified in the right of abatement. If it is necessary for Country Cottages of North Florida Inc to file a lawsuit in order to enforce the DCRE. All cost associated with abatement and or liens or other legal actions taken by Country Cottages of North Florida Inc will be the responsibility of the owner.

Country Cottages of North Florida Inc.
Application for Modifications
Exhibit A

Homeowners Name: _____

Address _____

Date _____ Phone # _____

PLEASE REFER TO YOUR COPY OF THE DESIGN STANDARDS AND RESTRICTIONS FOR A COMPLETE

LIST OF WHAT SHOULD BE INCLUDED WITH YOUR MODIFICATION FORM

Color changes to exterior home: Siding, roofing **Detached Buildings(sheds,gazebo)**

Decks, Patio or retaining walls **New Front Door or Windows**

Room Additions **Driveway expansions**

Landscaping:
Tree removal, bedding, screen planting

Fences **Swimming pools and spas**

Play equipment **Satellites**

Others

Additional Comments:

Time frame for project _____ Expected completion date _____

For your protection, inquire with the proper authority, either city or county, regarding permit requirements before starting any work on your property. Projects involving new construction, additions, alterations, or any modifications to structural, electrical heating, water, gas, or sanitary plumbing systems will most likely require a permit.

Incomplete applications will cause delays in processing.

I
Further understand and agree that no work on this modification request shall commence until written approval of Country Cottages of North Florida Inc. has been received by the property owner. I represent and warrant that the requested modifications strictly conform to the Declaration of Covenants, Conditions, Restrictions, and Guidelines for Country Cottages of North Florida Inc. I further understand and agree that as the property owner, I am responsible for complying with all city and/or building and zoning regulations.

Property Owner's Signature: _____ **Date:** _____

Please return completed forms to:

Country Cottages of North Florida
P.O. Box 15955
Panama City, Florida 32406

To be completed by Country Cottages of North Florida Inc

Date received _____

Date reviewed _____

Signature: _____

Country Cottages of North Florida Inc Action:

____ **Approved as submitted**

____ **Conditionally approved**

____ **Disapproved**

____ **Deferred Until** _____

____ **Withdrawn**

____ **Returned for insufficient information**

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