Design Review Board (DRB) Application Submissions

To enable development that preserves and protects Cumberland Harbour, making its beauty available to future generations, property owners are bound by the Cumberland Harbour covenants and restrictions. The restrictions state, "All proposed improvements and landscaping, including alterations or additions, on any homesite must be reviewed and approved by the Design Review Board."

Homeowners are responsible for Compliance with **ALL requirements outlined in the Design Standards** *during design, construction, and post-construction*.

Approval Process

- All applications for Post Construction Projects must be submitted with all information and documents, including any applicable review fees. Incomplete forms are not accepted.
- All projects should be submitted by the 20th of the month prior to the DRB administrative meeting.
- The DRB administrator will notify the owner if the project will require a meeting or be reviewed online.
- Projects are not approved until a written notification of approval is received by the owner via email.
- Submission of an application does not guarantee approval. If the improvement is denied, the Owner may be required to remove or modify the improvement at their own expense to achieve compliance.
- Failure to comply with the DRB approval process may result in further enforcement action, including fines or other remedies available to the Association under its governing documents.

Notifications

- The DRB administrator will notify the owner via email within 5 business days of receiving the application. The email will instruct the owner of the following:
    - If the application will be reviewed online or at the monthly DRB meeting, and
    - If more information is needed for the DRB to review the project
- The DRB administrator will notify the owner via email within **30 days** of submittal of the project's approval or denial.

For more information or questions, please email drbcumberlandharbour@gmail.com

CUMBERLAND HARBOUR

PCP

Design Review Board

Application for Post Construction Project

Estimated Start Date: _____

DRB Review Date: _____

Property Owner: Name, Address, Phone
( )
Email:

Contractor: Name, Address, Phone
( )
Email:

All renovations after initial construction shall be submitted to the DRB for review and approval. No work shall begin until approval has been received from the DRB in writing.

- Exterior Renovations, including but is not to be limited to color changes to the house/garage or trim, addition of shutters (standard or Bahama), enclosing porches, etc., submit the DRB Post Construction Project application for approval to the DRB.
- For 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. No Sunday work or observed holiday work is allowed.

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, Exterior Elevations

DESCRIPTION OF PROJECT

_____

_____

_____

_____

TIMELINE OF PROJECT

Expected date of initiation of construction	
Approximate Project Duration	

FINAL PLAN REVIEW - Specifics

Material	Color
Material	Color
Material	Color
Windows Type	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 _____
(Lot Coverage – upland portion of lot only)

Is the improvement of this property for speculative purposes YES NO

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

I hereby certify that I have reviewed the covenants, restrictions and design standards 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. I understand that the application is not approved until written authorization is provided.

OWNER:_____DATE:_____

CONTRACTOR:_____DATE:_____