

NORTH RIVER SHORES PROPERTY OWNERS' ASSOCIATION INC.

GUIDELINES FOR REQUESTING CONSTRUCTION APPROVAL

FOR

NEW HOME, OR ADDITION, POOL ENCLOSURE, OR OTHER STRUCTURES

Name _____ Date _____

Address of Subject Property _____

Mailing Address (if different from above) _____

Phone Number _____ E-mail address _____

The Board of Directors of the NORTH RIVER SHORES PROPERTY OWNERS' ASSOCIATION INC., (NRSPOA) is charged with maintaining the esthetic value of NRS through enforcing Restrictive Covenants and Recorded Setbacks. The original architects and developers of NRS recorded setbacks on the Deed of each property in order to maintain the view and aesthetic of each owner. To help property owners avoid unknowingly violating the Restrictive Covenants and Deeded Setbacks, the NRSPOA established the **Construction Approval** and **Deed Restriction Variance Approval** processes. The following guidance is provided to assist property owners with compliance with NRSPOA Restrictive Covenants and Deeded Setbacks.

NOTE: There is an application review fee of \$250.00 to process a construction application

Please describe in general the proposed construction type, dimensions, and location:

CONSTRUCTION APPLICATION OVERVIEW

Applicant will need to prepare a review package containing the following:

1. Warranty Deed, or other recorded instrument indicating the current owner(s) of the property.
2. Original Deed indicating the recorded setbacks of the property
3. Recent Boundary Survey signed and sealed by a Florida licensed professional.
4. Site Plan, Plot Plan Survey, scaled drawing(s), showing proposed construction.
5. Application review fee of \$250.00

NOTE: The submission of an incomplete application requiring re-submission of corrected or additional information must be accompanied by an additional review fee of \$50.00.

NOTE: All proposed improvement(s) are subject to the properties original recorded setbacks and applicable covenants and deed restrictions.

NOTE: A new fence associated with a construction application will not require a separate application for the fence.

This construction application ONLY addresses the requirements of the NRSPOA. Martin County has its own requirements for construction permits. Please contact Martin County Building Department.

Martin County Contact Information:

MARTIN COUNTY PROPERTY APPRAISER OFFICE

1111 SE Federal Highway (US-1), Suite 330
Stuart FL 34994

Web Site: <http://www.pa.martin.fl.us>

Email: info@pa.martin.fl.us

Phone: (772) 288-5608

WARRANTY DEED ARCHIVES

Constitutional Office Bldg. 3rd Floor
100 E Ocean Blvd., Stuart, FL 34995

Phone (772) 288-5552

MARTIN COUNTY CLERK OFFICIAL RECORDS

Constitutional Office Bldg. 3rd Floor
100 E Ocean Blvd., Stuart, FL 34995

Website: <http://www.martinclerk.com/publicRecords/officialRecords.htm>

Phone: 772-288-5576

MARTIN COUNTY BUILDING DEPARTMENT

900 SE Ruhnke Street
Stuart, Florida 34994

Phone (772) 288-5400

NRSPOA CONSTRUCTION APPROVAL PROCESS

- 1) Property Owner(s) shall submit to the Deed Restriction Committee:
 - a) Original Recorded Deed (first recording) showing the original recorded setbacks
 - b) Recent Boundary Survey signed and sealed within 6 months by a Florida licensed surveyor or engineer.
 - b1). **Vacant Land:** said survey must be recent enough to show all existing property line monuments that will reveal the boundaries of said property. If any monuments are missing, they must be reestablished by a Florida licensed surveyor.
 - b2). **Improved Property:** same requirements as above; however, latest improvements to property must be shown
 - c) Warranty Deed or recorded document indication the current ownership of the property.
 - d) Site Plan, Plot Plan Survey, and or scaled drawing(s), including the property boundary survey information showing accurately all proposed improvement(s) construction, or modification(s) and set back dimensions from the properties boundaries.
 - e) Elevation views, sketches, or pictures of proposed construction elements (**NO wire or chain link fences or fences greater than 6 feet high are allowed**).
2. Application shall include **two (2) original hard copies** of all signed and sealed (as required by law) plans and surveys by the appropriate design professionals and two copies of all supporting documents, maps, elevation views, sketches, etc., and **one digital copy** of the complete application package in **PDF format**.
3. Deed Restriction Committee will require ten (10) working days after completed package is submitted for review and provide written comment if required.
4. Upon approval, the Deed Restriction Committee will provide the owner an approval letter and a dated and stamped approved set of the construction plans. Owner agrees to notify the Deed Restriction Committee if any changes are made after approval by NRSPOA.
5. Owner shall notify the Deed Restriction Committee when approved construction is completed and ready for inspection within 30 day of construction completion and shall provide the Deed Restriction Committee any "As-built" surveys or Record Drawings required by Martin County Building Department.
6. Unauthorized construction in violation of the covenants and restrictions, or recorded setbacks, or approved variances shall be considered by the NRSPOA as intentional, to be resolved by litigation and/or all other available means.