



# ARCHITECTURAL REVIEW COMMITTEE

## ARCHITECTURAL CODE

*Charleston*

### AESTHETIC INFLUENCE

Based on period homes in Charleston, may also be influenced by Georgian Colonial style homes. Decorative accents may include louvers, attic dormers, exposed rafters, quoins, wrap around porches or porch fronts with louvered shutters.

### PREFERRED FINISHES

**Roof:** Cedar Shingles.

**Walls:** Stucco. Wood or wood-like siding will be considered an option if in keeping with overall aesthetic influence. Plans must describe colours of finish material

**Window/Window Coverings:** Louvers, Bahama Shutters or Colonial decorative or working shutters.

**Non Permissible Finishes:** Standing Seam Metal roof. Cross over influences not allowed. No modern finishes i.e. pipe railings, glass panels for terraces, glass bricks or oversized glass panes/windows.

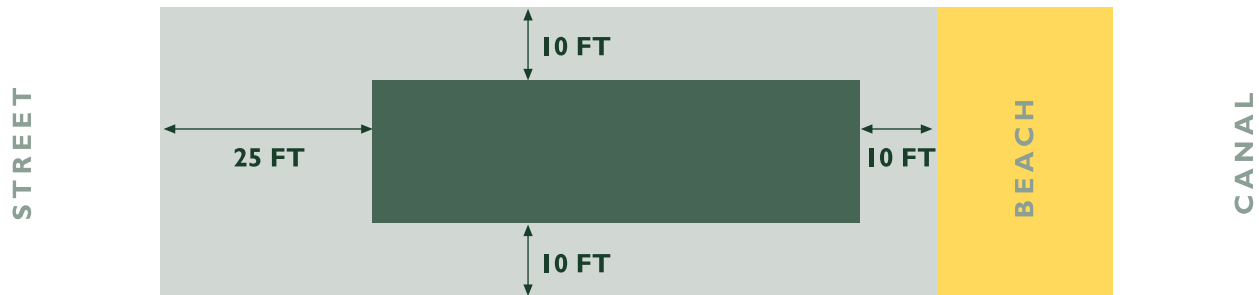




**BUILDING SET BACKS**

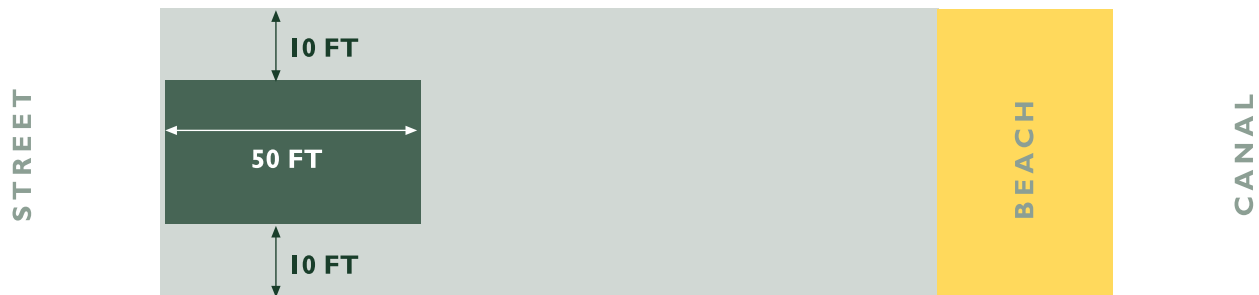
**BUILDABLE AREA – MAIN RESIDENCE**

House can be built within shaded area only. Porches can run within the shaded area.



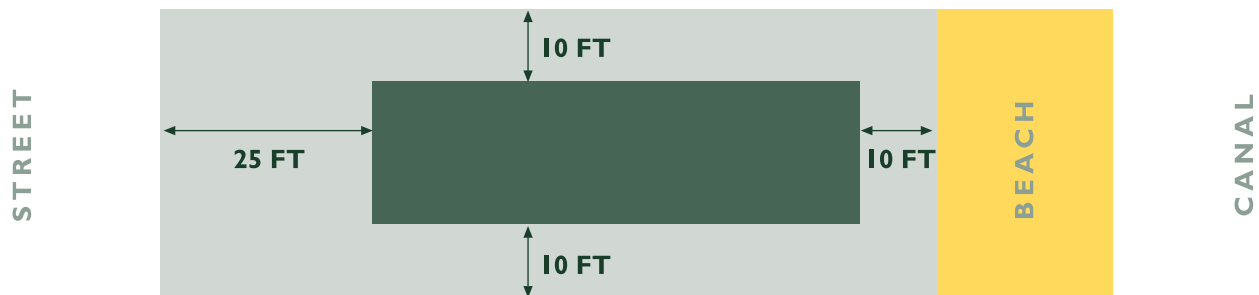
**Buildable Area – Parking Structure i.e.: Carport, Garage, Cottage or Cottage/Garage Combination**

- Garage, Cottage or Cottage/Garage combination can be built in shaded area only.
- All parking structures must have side entry access.



**Buildable Area – Pavilion**

- Pavilion can be built within shaded area only. Pavilions may be built on canal front only within the stated boundaries.
- Pavilions cannot be fully enclosed, and must be a maximum of one storey high only.



**BUILDING HEIGHT**

Main House can be built a maximum of 2 storeys high with a habitable attic.

Cottages cannot exceed height of main structure.

Maximum height of building/s from existing grade will be reviewed on a case by case basis. Any grade elevations must be delineated on plans submitted for approval.



## BEACH

Owners must provide a site plan and cross section of site from the rear of the property to the canal edge. All structures must be included in the illustration, such as docks, stairs, retaining walls as applicable.

## DOCKS

Side setbacks for the construction of docks must be aligned with the side setbacks of the main building. Please see the Architectural Review Committee's rules and regulations document for more information for the construction of docks.

## DRIVEWAY

Driveway entrance must be a maximum of 12 ft wide. If a property is bounded by roads on two sides, driveways should intersect the road reservation at a point along the property boundary with the longest linear footage. Corner lots and lots with special circumstances will be reviewed on a case by case basis.

## YARDS

A yard is a landscaped area free of structures (see Landscape Guidelines for further information). Owners are responsible for landscaping and maintenance of their own property and front and sideyard verges from the outside of their property line to the asphalt road.

## GARDEN WALLS

Walls must be a minimum of 3 ft high and a maximum of 6 feet high. Engaged pilons/piers can be a maximum of 8 ft. See rules and regulations governing building of walls on any canal facing property lines.

Maximum vehicular opening is 12 feet.

Pedestrian Gates should be 3 feet wide.

## DEFINITIONS

**House:** Main residence for single family household.

**Cottage:** Small ancillary structure used for guest dwelling.

**Pavilion:** Light ornamental structure i.e. gazebo.

**Parking Structure:** Structure used to house vehicles i.e. carport, garage.

**Driveway:** A road leading up to private residential house or parking structure.

Please see Architectural Review Committee Rules and Regulations for further details on review process requirements, submissions, construction on beachfront, dunes, construction of bulkheads, docks etc.



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# ARCHITECTURAL REVIEW COMMITTEE

## POST-BUILD LANDSCAPE SPECIFICATIONS

### SPECIMEN SIZE AND HEIGHT MINIMUMS

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Dear Old Fort Bay Property Owners:

Please see below a list of minimum height and sizes for plant/tree specimens to be installed on Old Fort Bay properties. Please note, the Review Committee will be using these heights/sizes as a guideline for approving landscape plans.

**Landscape should be installed within 60 days of owners receipt of occupancy certificate and/or 95% completion of construction, whichever comes first.**

**Trees are required to be placed along the perimeter of the lots at a distance of no less than 25 feet apart. (See size/height specifications below).**

#### **PALM TREES**

Palm Trees should be installed at a minimum approximate size of 1/3 the average mature size of that species.

**For example:** Coconut palms should be installed minimum of 10-12' over all (oa). Alexander palms should be installed at a minimum of 8-10' over all.

#### **SHADE AND FLOWERING TREES**

Shade and flowering trees should be planted at a minimum height of 8-10' oa (25 gal). Examples of shade and flowering trees would be Mahogany, Tabebuia, Cassia, Callophyllum, Pigeon Plum, Fig varieties, Gumbo Limbo, Bulnesia, Poinciana, etc.

#### **PALMS AND CLUMPING PLANTS**

Palms and clumping plants used for screening should be installed at a minimum height of 5-6' oa (15 gal). Examples of these would be Areca Palms, Fishtail Palms, Travelers Palm, Thrinax Palms, Bamboo.

#### **SPECIMEN SHRUBS**

Specimen shrubs, accent plants and standard specimens should be installed at a minimum of 7 gal size (3' to 5' oa). Examples of these include Crinum Lilly, Phoenix Roebellini, Standard Oleander, Frangipani, Standard Hibiscus, Bird of Paradise, Heliconia Caribae etc.

#### **HEDGES AND FLOWERING SHRUBS**

Hedges and flowering shrubs should be planted at a minimum size of 20-30" (3 gal). Examples of these include Ficus Hedge, Green Buttonwood, Clusia, Hibiscus shrubs, Philodendron, Gingers, Crotons, Schefflera, Ixora, Bougainvillea, etc.

#### **GROUND COVERS**

Ground covers such as Liriope, Asparagus Fern, Ruella, Flax Lilly, Crown of thorns, etc should be installed at a 1 gal size.

#### **LAWN AREAS**

Sod pieces should be laid tightly and uniformly together, not sprigged or seeded.



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# ARCHITECTURAL REVIEW COMMITTEE

## RULES AND REGULATIONS

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**Please be advised the following regulations have been constructed in keeping with the stipulations set forth in the Owners Covenants which states:**

“No building, fence, sea or other wall, dock or other structure, including swimming-pool and pool house, shall be erected, placed or altered on the Property until the proposed plans, elevation, specifications, exterior colour scheme and finish plot plan (showing the proposed location of such building, wall, fence, dock or other structure, driveways, parking areas and landscaping) and construction schedule shall have been approved in writing by the Vendor and the appointed architectural advisor or committee for the time being of the Association. Every such building, fence, wall, dock, structure, driveways, parking areas, colour scheme and landscaping (to include lay-out of open-grounds and items of trees, bushes, shrubs, plants or other flora and fauna to be used) shall be of such size, height, character and description, and built, erected or laid out according to such plans, designs, specifications and elevations as shall be in accordance with architectural guidelines laid down by the Vendor and the Association from time to time and which shall have been approved in writing by the Vendor and the Association before the same are commenced, and no such building, fence, wall, dock, structure, driveways, parking areas, colour scheme or landscaping shall thereafter be altered in external appearance without the like previous approval in writing.”

### 1 JURISDICTION

The Architectural Review and Approval Process must be undertaken by owners/developers who wish to build and or erect any structure including but limited to, a building, wall, fence, dock, driveway, landscaping, parking area or carport on property located within Old Fort Bay property boundaries, including all subdivisions in Old Fort Bay such as Beach Front and Estate Lots.

Property Owners who plan to erect any structure are encouraged to research and review applicable architectural code/s and their own conveyance documents to ensure their plans are in compliance with all rules, regulations, stipulations and restrictive covenants as applicable.

### 2 REVIEW PROCESS REQUIREMENTS

#### FEES

The Property Owner must be up to date with payment of all fees, including Home Owner Assessment Fees and Construction Fees levied by the POA.

#### ADDITIONAL FEES

Should the owner request a special review of preliminary plans or concepts, a fee will be determined and be submitted to the homeowner for payment prior to the review taking place.

During the architectural review process, requests may be made by the review committee to have alterations, and or changes made to the structure, layout of the building, finishes etc. Any costs associated with the non compliance of the homeowner and/or his designated representative which results in additional efforts being made on behalf of the review committee to ensure the homeowner is in compliance with the request for alterations, clarifications etc. will be levied against the homeowner. This charge must be paid in full prior to the approval of the plans.

### 3 SUBMISSIONS

- a) Owner and or designated representative must submit Two Sets of Full Size Site Plans, Floor Plans, Elevations and at least one wall section prepared, and stamped by a registered licensed Bahamian architect. Plans should specify finishes including but not limited to windows, doors, and roof material. The site plan should be at 1/16 inch equals 1 foot or 1 cm equals



- 10 meters scale minimum and include all existing and proposed buildings as well as all landscape and topographic features (see below). Owners are responsible for the application and granting of any setback or code relaxation from the Ministry of Public Works prior to the commencing of construction. The colour of finishes, including but not limited to the roof material must be described on submitted plans.
- b) Landscape Plans must be submitted with the site plans and other necessary documentation in order to receive necessary approvals from the Review Committee. Landscape plans must specify number of trees, specimen type and size. (see Landscape specimen size and height minimums). Owners are responsible for landscaping and maintenance of front and sideyard verges.
  - c) A copy of the conveyance for the subject property must accompany the Site/Elevation Plans.
  - d) Description of proposed color of home must be submitted to the review committee for approval prior to paint application. The review committee may request visual inspection of color swatches prior to full application should they deem it necessary.
  - e) Any variance or alterations to the approved plan/s must be approved by the review committee prior to the alteration taking place.
  - f) Any request for adjustments or clarifications must be agreed to by the owner or assigned representative in writing, the review committee may request that the owner/architect resubmit plans delineating alterations/suggestions prior to the approval and subsequent commencement of construction.
  - g) The owner is responsible for the provision of a Qualified Bahamian Surveyors Report showing setbacks which must be submitted prior to the pouring of any concrete foundation

**Please note requests for variances to the code shall be granted on the basis of civic and architectural merit.**

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**4****CONSTRUCTION AND NEIGHBOURING LOTS AND OR EXISTING RESIDENTIAL PROPERTIES**

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In event that home is being built next to an existing property, the review committee reserves the right to seek the neighbour's opinion.

All house plans will be reviewed as to the impact on the immediate neighbour's property as well as the broader community. The approval committee encourages all applicants to design a home that is considerate of its adjacent neighbours with respect to privacy and storm water run off. Grade transitions should be gradual and not create undue runoff and ponding on neighbour's lot.

In areas where construction activity is occurring next to, or near to residences, owners may be asked to erect an 8 foot plywood hording fence and/or chain link fence with screen along the perimeter of the construction areas property line in a manner which will effectively protect the neighbouring resident/s from incurring damage to landscape, spillover of construction debris, dust and noise. The perimeter fence must provide the neighbour/s with an effective visual privacy screen. (i.e. construction workers should not be able to see into the neighbour's property/residence)

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**5****CONSTRUCTION ON BEACH FRONT AND OR DUNE**

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The Beachfront and Dunes should be preserved at all costs. The following stipulations have been put in place to protect our beach and sand dunes against degradation due to construction activity. Sand dunes must not be removed, excavated or leveled for any purpose.

If construction is taking place on or around a dune, site plans must show high water mark and the presence of the dune. The





dune must be defined as the toe and crest from the inland side to the beach side. The height and location of the dune must be delineated including the presence of all vegetation including shrubs and trees growing on the dune prior to any construction activity taking place.

Construction of any part of the structure i.e. any below or above ground structures including boundary walls, patios, must not take place within 40 ft of the crest of the dune. The review committee will review requests outside of the said stipulations on a case by case basis.

Dune crossovers and associated paths should be properly designed using natural materials (i.e. wooden walkways) and erected in a manner that will not negatively impact the integrity of the dune.

Boundary walls etc. should be constructed using finish material whose aesthetic properties blend in with the surrounding area (i.e. Natural Stone)

Owners are encouraged to install and/or preserve natural, non invasive dune vegetation. Should the owner require the removal of any vegetation growing on the dune, a request must be stipulated in writing to the review committee prior to any removal taking place. Should the owner wish to place alternate vegetation on the dune, this must be stipulated in writing by way of a landscape plan.

## **OTHER IMPORTANT INFORMATION - GENERAL**

**For guidelines for aesthetic influences, preferred finishes and information pertaining to setbacks and buildable areas please refer to the architectural code.**

Vertical proportions in building and fenestration are required. Proportional ratios are to be documented in house architectural drawings and submitted to the Architectural Review Committee for review.

All 2 storey main buildings must have a minimum footprint of 1800 square feet under air.

All 1 storey main buildings must have a minimum footprint of 3000 square feet under air.

Garden Walls can be built along property lines according to code specifications.

Walls to be built along any canal side will be approved on a case by case basis. Walls to be built along the canal front must be delineated in plans submitted. Information must include a cross section showing relationship to water, distance between wall and the top edge of land overlooking canal, detailed elevation and description of finish material.

Chimney and Bay windows must be delineated on plans and may encroach up to 3 feet into the prescribed setbacks.

If a property is bounded by roads on two sides, driveways should intersect the road reservation at a point along the property boundary with the longest linear footage. Corner lots and lots with special circumstances will be reviewed on a case by case basis.

## **HEIGHT OF BUILDING/STRUCTURE**

The maximum height of any building or structure built from the existing grade will be reviewed on a case by case basis. Any proposed elevation from the existing grade must be delineated on the plans. Existing and proposed finished grade heights must be described within the submitted plans. Approval to increase the height of the existing grade will be given on a case by case basis.

The review committee will not approve or allow grade transitions of more than .5ft storey per adjacent lots.

Heights of pavilions, cottages and their relationship to the main house is described in the architectural code.



## **6 CONSTRUCTION OF BULKHEADS AND DOCKS**

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Bulkheads are generally NOT allowed in Old Fort Bay. Any lot with a beach and/or an area of land provided specifically for the installation of a beach along the canal will NOT be eligible to build a bulkhead.

Owners of lots that DO NOT have a beach and/or an area of land provided specifically for the installation of a beach along the canal may inquire with the review committee to ascertain their eligibility.

Any eligible owner who submits an application will be required to abide by the following rules and requirements:

Structural drawings drawn by a licensed engineer indicating all pertinent information to ensure the said bulkhead can adequately withstand pressure from internal and external forces, i.e. earth and sea.

The Drawing submitted should also indicate final finishes i.e. natural stone façade etc.

Concrete Bulkheads, where applicable, will only be allowed if a façade of natural stone or other aesthetically acceptable material will be applied over the raw concrete.

Property Owners will not be permitted to begin construction on the concrete bulkhead unless they can provide proof that they have, or will have, the façade/finish material available at the time construction of the bulkhead commences.

Where possible, docks should be built in concert with the bulkheads.

Property Owners must apply to the Architectural Review Committee for approval of construction of docks and boat lifts.

### **DOCKS**

Docks can extend 10 ft from the property boundary (i.e. high water mark on the canal front) out over the canal.

Height of the dock from the high water mark of the canal must be delineated in submitted plans. Approvals will be given on a case by case basis.

Access from Dock to land must be delineated in plan. Information provided must include detailed description of structure including finishes, and a cross section showing relationship from land to dock. Approvals will be given on a case by case basis.

Docks must be wooden, in keeping with the aesthetic properties of the canal and shore line.

Docks must adhere to the same side set backs as the architectural code states for the buildable area.

## **7 RECREATIONAL LIGHTING**

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Property Owners are not permitted to install recreational lighting such as tennis court lighting on their property.

## **8 PENALTIES**

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POA may charge a penalty for failure to obtain approval of plans prior to construction.

Unauthorized construction will be stopped and construction personnel will be denied access to Old Fort Bay.

Should the homeowner be found to be in contravention in any way of the stipulations set forth in this document, the Review





Committee has the right to halt the construction process and request that the owner undertake remedial action at the owners cost.

**9 PROCESS EVENTS AND SCHEDULE**

Applicants must provide said ALL necessary items stipulated in this review process document. Any incomplete submissions will not be considered for the review process.

Submissions should be delivered to the office of the New Providence Dev Company made to the attention of the POA Manager Mrs. Suzanne Pattusch-Smith on or before the 14th of each Calendar Month.

Approvals will be issued in writing by way of email and/or via hard copy of letter sent by the POA Manager. Approvals which do not require proof of alterations prior to approval will be processed and approvals issued within the first 7 (seven) days of the subsequent calendar month.

**10 REVIEW PROCESS REQUEST FOR ALTERATIONS TO INITIAL PLANS**

Owners/Developers/Architects may be asked to submit proof of alterations/clarifications prior to approvals being issued. Proof of such should be submitted as soon as possible after receipt of the request. The review committee will make every effort to review the final plans inclusive of said changes and/or clarification within the time frames of the current months schedule in order to continue the review of the plans in an expeditious manner; however if the alterations/clarifications cannot be reviewed during same calendar month, the final plans will be submitted for approval in the next months review schedule.

We thank you for your cooperation as we endeavor to conduct and communicate an efficient review process.

Please do not hesitate to contact Dr. Harold Munnings as Chairman of the Board of Directors - Old Fort Bay Property Owners Association and Chair of the Homeowners Architectural Review Committee by email at bahamasgi@coralwave.com or Suzanne Pattusch-Smith via email spattusch-smith@oldfortbay.com.

Old Fort Bay Property Owners Association Office.

POA Office Hours                      9 a.m. – 5 p.m.

General Telephone No.	(242) 362-5958	Suzanne Pattusch-Smith Direct	(242) 362-4603
Line 2.	(242) 362-5072	Fax Line	(242) 362-5047

**II CONSTRUCTION RULES AND REGULATIONS**

All owners and their contractors, subcontractors, agents, etc. are required to abide by the rules and regulations set forth in the Old Fort Bay Property Owners Association Ltd. Rules and Regulations Construction Section I. which governs access schedules and other pertinent construction related issues. We ask all owners to please read this document thoroughly and distribute to necessary construction persons.