



BUILDING IN OLD FORT BAY

This checklist provides a step-by-step guide for all building or landscaping projects in Old Fort Bay.

THE PROCESS – STEP BY STEP

1. Review all codes & surveys for construction, or landscaping as per your area at the POA website: <http://www.oldfortbaypoa.com/rules-regulations/>
2. **HARC is not responsible to find errors in submitted plans. Approved plans that contain errors are the responsibility of the owner.**
3. Ensure that your POA fees are paid up to date. Plans will not be reviewed where there are outstanding fees due to the POA at the time of submission.
4. Send drawings to the OFB POA Office for review. The POA Office will act as the liaison on all matters pertaining to the approval of your plans and construction. Plans that are sent to the Contracted Architect, or HARC members directly will not be added to the schedule for review.

Please forward the following plans to the POA Manager:

- a. Site map showing all legal property boundaries and setbacks and high-water marks.
- b. An image of the project superimposed on a google earth image with the neighboring properties.
- c. Full architectural drawings showing floor plans; heights of all structures to roof and eave heights; roof materials & color; boundary wall design, height, material, color scheme or walls/roofs/gates/solar panels or embellishments
- d. Parking plan showing how projects car capacity.
- e. Dock Plan – inclusive of position of seawalls, and boat lifts in a detailed presentation showing all dimensions of boat lifts and docks in relation to neighboring properties and protrusion into canals.
- f. Elevations – with contours of land topography.
- g. Site Grading Plan showing elevations and the containment of water run off within the boundaries of the property.
- h. Detailed landscape plan in color, showing all plants and a plan for protection of protected species.
- i. External Lighting plan – please review the “Lighting Guidelines” document.
- j. Solar plans if required as per the POA’s “Solar Policy”.

- k. Survey provided by a licensed surveyor.
5. Road Reservation: Please be advised that all roads in OFB have a road reservation as per the community survey. The start of the road reservation is not the pavement of the road, it is the lot property boundary line. Please take special care in setting the setbacks in your site plan to respect this requirement.
6. The verges (land between the pavement and your boundary wall) are common property and cannot be used for parking.
7. The verges are common property and cannot be landscaped with artificial grass or pebbled stone.
8. HARC will review the initial plans within 30 days of the submission date and provide a written response.
9. HARC reserves the right to consult with neighboring properties at their discretion.
10. Approval is granted once all responses and revisions have been completed in the plans and the staking out has been visited and approved. An approval from HARC will expire two years from the approval letter date where substantial construction (which consists of a foundation for a main building) has not been started for the requisite property within the approval validity period.
11. Approvals are issued by Old Fort Bay Property Owners Association Homeowners Architectural Review Committee (HARC) in writing ONLY. 3rd party consultants i.e., architects, surveyors, engineers are not authorized to issue approvals on behalf of HARC verbally, or in writing.
12. You will be required to submit your plans, and the HARC approval letter to the Ministry of Works Department of Town Planning, for government approval of your project. Please keep in mind that this process is separate and apart from the OFB POA.
13. If there are any deviations of the plans during the process of permitting with Ministry of Works, you must advise the POA of this immediately.
14. Certificate of insurance, owner is responsible to contact the office and provide a CIO in the name of "Old Fort Bay Homes Owners association".
15. Upon approval from Ministry of Works, you are to provide the building permit accompanied by a copy of the stamped and approved plans from Ministry of Works, as a hard copy to the POA office.
16. Approved plans should be printed and delivered to the POA office for our records.
17. Owners, contractors, surveyors, architects are required to report all variances of submitted plans and must request formal approval of such variances in writing. Such approval is at complete discretion of HARC.
18. Present information on your chosen contractor to the POA office and Security Command Centre.
19. Contractor to register for access to OFB inclusive of all workers at the Security Command Centre, please review "HARC Contractor Guidelines" document. Please equip your contractor with a copy of this document for best practices.
20. Contact the POA office to arrange a site meeting with HARC *prior* to foundation laying.
21. Erect a chain link fence around the property where there are not surrounding walls in place to protect neighbors and properties. The chain link fence is required to be no more than 8ft in height and no less than 6ft in height and to include a green screen. This fencing is to be removed upon completion of construction.
22. Erect signage within POA specifications for erection at the site of construction.

23. Display your building permit number clearly.
24. Any building plans that are near the beach sand dunes or the crest of a beach ridge will require a site inspection by HARC prior to any building works or approval of plans. There is a 40 ft set back from the crest of the dune required, with the **crest** being determined by HARC.
25. Any building plans that are planned in protected areas i.e., Ocean Drive or Fincastle North, HARC will request an "Entrance Meeting" before the project breaks ground to ensure that the environmental laws are upheld. Special stipulations and protective measures may exist to protect mangroves, beaches, beach dunes and other environmental features within OFB.
26. Site visits will be conducted quarterly, unless otherwise requested, by the POA contracted Architect, without warning to the homeowner. The Architect will present identification as required and will inspect the exterior of the construction to ensure it is compliant with the approved plans. If there is any requirement for the Architect to inspect the interior of the property, the Homeowner will be notified with 24 hours written notice.
27. Building construction concludes within 2-year period unless stated otherwise in your conveyance.
28. Once construction is completed, you will apply for an occupancy certificate from the Ministry of Works and provide a copy of such to the POA Office.
29. If construction is to begin outside of the 2-year window, or where there are any alterations to the original construction plans other than what was approved, a new approval must be requested from HARC before development can proceed.

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FEES

1. A Review fee (\$500 at time of posting) will be levied at the time of submission of plans – invoiced at the point of plan submission. NB. If you submit a plan for a partial design i.e., Dock, and not the full construction of a home, you will be invoiced separate review fees.
2. There is a Construction fee levied at the time of plan approval and beginning of construction which will be charged annually, unless your build is based upon minor renovations and not a complete construction of a home:
 - Year 1: \$500 per month
 - Year 2: \$1,000 per month
 - Year 3: \$2,000 per month
 - Year 4: \$5,000 per month
 - Year 5+: \$10,000 per month
3. The Construction fee ends on the last day of construction which is denoted by the presentation of an “Occupancy Certificate” from the Department of Physical Planning in Ministry of Works or the visual inspection of the POA Architect. . Construction activity will not be considered to have ceased until all construction material and resources including heavy machinery, chain link fencing, construction sheds, port-a-potties, dumpsters have been removed from the said premises.
4. The Construction fee will be charged annually. Interest at a rate of 1.5% per month applies to unpaid fees and site access may be revoked due to non-payment of fees.
5. Any construction activity including exterior renovations and/or additions to the main or ancillary house, including but not limited to the building of docks, walls, carports, garages, pools, pool houses, sheds, cottages and/or major landscaping works will attract the construction fee but will be prorated for each month of the year where construction is actively taking place on the premises.
6. Homeowners will be billed on a per diem basis for any extraneous reviews or significant changes.

RESPONSIBILITIES OF HOMEOWNERS

1. To ensure that the plans submitted to HARC are a detailed expression of what is to be built on the property. If there are any deviations of the plans when submitted to Ministry of Works, it is your responsibility to ensure that the POA has a copy of these deviations and that they are approved by the POA.
2. To ensure that your Contractor is following the approved plans and that such plans meet all codes for OFB, and the MOW.
3. To ensure that the plans approved and stamped by the MOW match the approved plans by the POA and if there are any deviations, that the POA is made aware of such prior to any construction taking place.
4. To ensure that Contractors Park within the confines of the property, or there is an agreement for parking on the verges – made in advance with the POA, or there is a car-pooling schedule put in place to ensure that roadsides and roadways in OFB are not blocked by construction vehicles, or construction workers.
5. To build within the 2-year time frame that accompanies most of the covenants for OFB.
6. To ensure that no communal area is damaged by equipment utilized in the building at your property.
7. To renew any approvals if not built out within a two-year period of the date of such approval. To acknowledge that allowances, approved or unapproved, in previous construction projects will not be accepted as a valid reason to request the same in a new project.