

DESIGN REVIEW PROCEDURES

The following is an outline of the procedures for submitting plans for single-family detached homes. No application will be reviewed until it is 100% complete, including all items noted below.

I. STEP ONE: INITIAL REVIEW (OPTIONAL) * * * THIS STEP IS OPTIONAL * * *

The OWNER may submit the Casabella Design Review Application and preliminary plans (two sets) Consisting of the following:

- A. Completed Application Form
- B. Application Fee (currently \$250)
- C. Preliminary Site Plans and Tree Survey
- D. Preliminary Floor Plans
- E. Preliminary Exterior Elevations (all sides)
- F. Preliminary Exterior Colors

The ARB will review the application and design documents within thirty (30) days and return one set of Plans to the OWNER with the appropriate comments. If necessary, following notice to Applicant, the ARB Shall be entitled to an additional thirty (30) day period within which to review said materials.

II. STEP TWO: MAJOR REVIEW (MANDATORY)

The OWNER must submit the final construction documents as follows. All plans must be certified by a registered Florida Architect or Florida Residential Designer or previously approved designer. All items submitted become the property of the ARB and shall not be returned for any reason (See Checklist). Two (2) copies of each item must be submitted.

An Application will not be considered complete unless 100% of below listed items and copies are included. No application will be reviewed unless 100% complete.

The ARB will review all design documents and return one set of plans to the OWNER within thirty (30) days with the appropriate comments. If necessary, following notice to Applicant, the ARB shall be entitled to an additional thirty (30) day period within which to review said material. The ARB will review applications only once a month, unless otherwise notified.

CHECK LIST: (TWO COPIES)

- A. COMPLETED APPLICATION FORM
- B. APPLICATION FEE (CURRENTLY \$250)
- C. ORIGINAL SURVEY/OF LOT AND TREES, INDICATING THE FOLLOWING:
 - 1. Scale of 1" = 10'
 - 2. All trees on the LOT (see tree definition) including the circumference drip line of the tree and the elevation of the ground level at the base of the tree.
 - 3. All property lines, any adjacent fences or other structures within 20' feet of the property lines.
 - 4. Easements and rights of way.
 - 5. STORM WATER MANAGEMENT SYSTEM including any drainage pipes, systems easements and all berms and swales indicating elevations and intended flow direction, utility easements and locations of all water, sewer, TV cable, phone, gas, lines, hookups and apparatus.
 - 6. All typical details, certifications, and notes, and those items required by law to be incorporated into a LOT survey.
 - 7. Certified by a Florida licensed surveyor.
 - 8. Calculation of total area (in square feet).

- D. PLOT PLAN: The proposed plot plan shall be overlaid onto the LOT and tree survey, indicating all Proposed site IMPROVEMENTS including:
1. setback lines clearly indicated
 2. driveways, sidewalks, and walkways, including concrete or paver patterns
 3. foundation outline with structures being cross-hatched
 4. pools, decks, patios
 5. finished floor elevations
 6. any fences or walls
 7. garbage and trash container storage area
 8. well or irrigation meter
 9. any proposed encroachments or variance indicated as a surveyor's note
 10. calculation of total impervious area (in square feet)

- E. CROSS SECTIONS: The following cross sections shall be included. Drawings shall indicate all variations in elevation, swales, berm, and all proposed IMPROVEMENTS.
1. Scale 1" = 20'
 2. From front property line to front foundation wall
 3. Both side property lines to side foundation walls
 4. Rear foundation wall to rear property line

NOTE: Side yard elevation must be set to minimize slope between LOT line and house. Foundation wall must be increased vertically to allow a transition between the finish floor elevation and required exterior grade elevation.

- F. FLOOR PLANS: Scale 1/4" = 1'0"

- G. EXTERIOR ELEVATIONS:
1. Scale 1/4" = 1'0"
 2. Existing grade-fill, finished elevation
 3. Doors, windows, fences, mechanical equipment, walls, gutters
 4. Roof pitch, roof-mounted mechanical equipment and details
 5. Wall finishes, textures, specifications

- H. FULL COLOR RENDERING OF EXTERIOR ELEVATION: (one copy only)

The front elevation must be submitted indicating the colors, as close as possible to the true colors.

- I. BUILDING SECTIONS:
1. Scale 1/4" = 1'0"
 2. Detail wall sections
 3. Detail roof sections, pitch, type, overhang, finish

- J. EXTERIOR COLORS/FINISHES/MATERIALS: (one copy only)

NOTE: A "color sample" shall either be a clear picture, a product brochure indicating color, an actual sample of material, or a 2" x 2" painted color chip. Name of color shall not be accepted.

1. Provide all specifications, color samples, pictures, manufacturers, model numbers, product samples, or brochures (if applicable)
2. Exterior color chips for walls, trim doors, etc. (minimum size of 2" x 2")
3. Sample of awning material
4. Roof finish, manufacturer's model number and color sample
5. Garage door specifications
6. Screen color sample
7. Driveway color sample, specifications, and patterns
8. Window specifications and color sample
9. Shutter specifications and color sample
10. Tile color samples
11. Any other item used as an exterior finish, also including color samples.

K. WALLS AND FENCES:

1. Scale 1/4" = 1'
2. A plot plan of all proposed wall and fence locations
3. A detailed elevation of all fences and walls

L. ELECTRICAL PLANS:

1. Scale 1/4" = 1'0"
2. Include exterior lighting circuits
3. Include mechanical equipment location
4. Include electrical meter locations
5. Include all timers, lighting and irrigation

M. LANDSCAPE PLANS:

1. Scale no greater than 1" = 10'
2. Topography, berming, mounding
3. Storm water and Drainage patterns
4. Easements and right-of-ways
5. Driveways, sidewalks, walkways
6. Plant material listing and specifications
7. Surface material listing and specifications
8. Irrigation plan and specifications
9. Water source and treatment specifications
10. Exterior lighting plan
11. New tree listing and specifications
12. Existing trees
13. Streetscape plan
14. Planting and fertilization specifications
15. Landscape bid showing minimum amount required

III. STEP THREE: SUBMISSION OF PLANS TO BUILDING DEPARTMENT

Following major review, OWNER should submit approved plans to the Building Department and such agencies having jurisdiction for required permits; however, should the OWNER submit prior to the major review completion, the OWNER assumes all risks with regard to required changes.

IV. STEP FOUR: CONSTRUCTION COMMENCEMENT

Upon approval of the plans and specifications and receipt of a recorded copy of the Notice of Commencement, the OWNER can commence construction. No construction may Commence prior to the approval of the ARB.

V. STEP FIVE: SURVEY/CERTIFICATE OF OCCUPANCY/CONSTRUCTION DEPOSIT

Upon completion of construction, the following will be submitted to the ARB.

- A. Final Survey
- B. Certificate of Occupancy
- C. Lien releases or canceled checks, along with invoices, totaling the minimum landscape requirements for the LOT
- D. Executed Statement of Compliance

Upon receipt and approval of the above, the ARB shall issue and record a certificate of compliance for the LOT and home.

5.1 REVIEW OF CHANGES OR ADDITIONAL IMPROVEMENTS: Any change or additional proposed IMPROVEMENT, or IMPROVEMENT not included in the major review, must be approved in writing by the ARB prior to the OWNER making any of the proposed changes. Review must include the following:

- A. Completed application form
- B. Any applicable support data (plans, specifications, cross-sections, color samples, plots, etc.)
- C. Application fee \$50.00
- D. Approval of appropriate governmental agencies

Upon completion of the IMPROVEMENT or change, the OWNER must submit an executed Statement of Compliance.

5.2 PERIODIC AND FINAL INSPECTIONS: The ARB reserves the right to inspect construction in progress and upon completion for conformance with approved Design Documents and Certificate of Compliance review, and applicants agree to cooperate fully with members of the ARB.

4.
CASABELLA SINGLE FAMILY LOT
DESIGN REVIEW APPLICATION

(TYPE OR PRINT NEATLY)

TO: _____
BUILDER: _____ (PHONE) _____
BUYER: _____ (PHONE) _____
LOT: _____ DATE: _____

1. THIS APPLICATION IS BEING SUBMITTED FOR: (CHECK ONE)
A. Preliminary Review _____
B. Final Architectural Plan Review _____
C. Review of Additional IMPROVEMENTS or Changes to Existing IMPROVEMENTS _____
2. Is elevation style similar to any other LOT _____ YES / NO _____
If yes, which LOT _____
3. LIVING AREA:
Air Conditioned Space (1st floor) _____ S.F.
Air Conditioned Space (2nd floor) _____ S.F.
TOTAL LIVING SQUARE FEET _____ S.F.
4. OTHER AREAS:
Covered Porches/Entries/Etc. _____ S.F.
Garage _____ S.F.
Other : _____ S.F.
TOTAL SQUARE FEET OF HOUSE _____ S.F.
5. A. Total Impervious Area _____ (A)
(from plot plan)
B. Total LOT Square Footage _____ (B)
(from survey)
- GREEN SPACE RATIO ((A-B)/B) _____ %
(Must be equal to or greater than 60%)

GENERAL INFORMATION:

1. LOT DIMENSIONS: (WIDTH X DEPTH) _____

2. HOUSE: Bedrooms: _____ Baths: _____ Stories: _____ Type of Construction: _____

Exterior Finish: _____

Roof Insulation: R- _____ Wall Insulation: R- _____

Ceiling Heights: 1st Floor: _____ 2nd Floor: _____ 3rd Floor: _____

Roof: Pitch: _____ Finish: _____

Pool: _____ (size) Spa: _____ (size) AMENITIES: _____

3. SIDEWALK AND LANDSCAPE EASEMENT COMPLETED? yes / no

Total Construction Cost: (home) \$ _____

Landscaping Requirement (\$4000.00): \$ _____

4. PROJECTED START DATE: _____ PROJECTED FINISH DATE: _____

5. VARIATIONS REQUESTED: YES / NO If yes, attach explanation in letter form.

6. ACCESSORY STRUCTURES (EXPLAIN/DETAIL): _____

7. MAJOR GAS APPLIANCES USED (CHECK THOSE USED):

Central Heat and Air: _____ Water Heater: _____ Range: _____ Dryer: _____ Others: _____

BUYER:

Name

Street Phone

City State Zip

BUILDER:

Name

Street Phone

City State Zip

ARCHITECT / DESIGNER:

Name

Street Phone

City State Zip

LANDSCAPE DESIGNER:

Name

Street Phone

City State Zip

THE PRECEDING APPLICATION IS SUBMITTED FOR REVIEW BY THE ARCHITECTURAL REVIEW BOARD. REQUIRED DESIGN DOCUMENTS ARE ATTACHED.

DATE:

SUBMITTED BY:

SIGNATURE

PRINT NAME AND TITLE

FOR COMMITTEE USE ONLY

DATE REC'D: _____

7.

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8.
CASABELLA
ARCHITECTURAL REVIEW BOARD

FOR: (NAME) _____
(ADDRESS) _____

We hereby APPROVE / DISAPPROVE the above-named applicant's submission of plans and specifications
For the construction of a single family house at the above address.

APPROVAL SUBJECT TO REQUIRED SUBMISSIONS AND/OR MODIFICATIONS:

REASON FOR DISAPPROVAL:

Executed this _____ day of _____, 20_____.

REVIEWER:

TYPE IN NAME

DATE

SIGNATURE

REVIEWER:

TYPE IN NAME

DATE

SIGNATURE

9.

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CASABELLA
ARCHITECTURAL REVIEW BOARD

STATEMENT OF COMPLIANCE

FOR: (NAME) _____

(ADDRESS) _____

We hereby certify and attest that all proposed IMPROVEMENTS have been completed in compliance with the plans and specifications, and any addendum or modifications, as approved in writing by the ARCHITECTURAL REVIEW BOARD of CASABELLA, with the following comments and/or exceptions noted. These approved IMPROVEMENTS were completed on (date) _____.

Executed this _____ day of _____, 20_____.

BUILDER:

TYPE IN NAME

DATE

SIGNATURE

ARCHITECT OR DESIGNER:

TYPE IN NAME

DATE

SIGNATURE

OWNER:

TYPE IN NAME

DATE

SIGNATURE

11.

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12.
CASABELLA

APPLICATION – COLOR SHEET

ALL SAMPLES MUST BE LARGER THAN 2" X 2", BUT SMALLER THAN 7" X 10"

LOT: _____ BLOCK: _____ OWNER: _____ BUILDER: _____

FOR ARB USE ONLY

	<u>DESCRIPTION (OR CIRCLE)</u>	<u>SAMPLE (Y/N)</u>	<u>APPR'D</u>	<u>NOT APPR'D</u>	<u>COMMENTS</u>
<u>EXTERIOR WALLS:</u>					
FINISH /MATERIAL:	_____	_____	_____	_____	_____
COLOR:	_____	_____	_____	_____	_____
FINISH /MATERIAL:	_____	_____	_____	_____	_____
COLOR:	_____	_____	_____	_____	_____
<u>TRIM:</u>					
LOCATION:	_____	_____	_____	_____	_____
COLOR:	_____	_____	_____	_____	_____
<u>IA:</u>					
MATERIAL:	_____	_____	_____	_____	_____
COLOR:	_____	_____	_____	_____	_____
<u>WINDOWS:</u>					
COLOR:	_____	_____	_____	_____	_____
TYPE:	<u>WOOD / ALUMINUM</u>	_____	_____	_____	_____
CONSTRUCTION:	_____	_____	_____	_____	_____
<u>SCREENS:</u>					
COLOR:	_____	_____	_____	_____	_____
CONSTRUCTION:	<u>FIBERGLASS / METAL</u>	_____	_____	_____	_____
<u>TILE:</u> BLDG ONLY					
COLOR:	_____	_____	_____	_____	_____
SIZE:	_____	_____	_____	_____	_____
<u>ROOF:</u>					
TYPE:	<u>SHINGLE / TILE</u>	_____	_____	_____	_____
MATERIAL:	_____	_____	_____	_____	_____
LBS:	_____	_____	_____	_____	_____
COLOR:	_____	_____	_____	_____	_____

FOR ARB USE ONLY

	<u>DESCRIPTION (OR CIRCLE)</u>	<u>SAMPLE (Y/N)</u>	<u>NOT</u>		<u>COMMENTS</u>
			<u>APPR'D</u>	<u>APPR'D</u>	
<u>SOFFIT:</u>					
MATERIAL:	_____	_____	_____	_____	_____
COLOR:	_____	_____	_____	_____	_____
<u>PROPERTY FENCE:</u>					
MATERIAL:	_____	_____	_____	_____	_____
COLOR:	_____	_____	_____	_____	_____
<u>OTHER FENCE:</u>					
MATERIAL:	_____	_____	_____	_____	_____
COLOR:	_____	_____	_____	_____	_____
<u>PAVERS / DRIVEWAY TILE:</u>					
MATERIAL:	_____	_____	_____	_____	_____
COLOR:	_____	_____	_____	_____	_____
<u>SHUTTERS:</u>					
MATERIAL:	_____	_____	_____	_____	_____
COLOR:	_____	_____	_____	_____	_____
<u>CANVAS AWNINGS:</u>					
COLORS:	_____	_____	_____	_____	_____
<u>OTHERS:</u>					
MATERIAL:	_____	_____	_____	_____	_____
COLOR:	_____	_____	_____	_____	_____
<u>OTHERS:</u>					
MATERIAL:	_____	_____	_____	_____	_____
COLOR:	_____	_____	_____	_____	_____
<u>OTHERS:</u>					
MATERIAL:	_____	_____	_____	_____	_____
COLOR:	_____	_____	_____	_____	_____
<u>OTHERS:</u>					
MATERIAL:	_____	_____	_____	_____	_____
COLOR:	_____	_____	_____	_____	_____

14.
CASABELLA

APPLICATION – CHECK LIST

LOT: _____ BLOCK: _____ OWNER: _____ BUILDER: _____

THIS IS A PRELIMINARY REVIEW TO CHECK THE COMPLETENESS OF THE APPLICATION ONLY.
AN APPLICATION MUST BE 100% COMPLETE PRIOR TO THE ARB REVIEW

KEY: _____ = COMPLETE

___ X ___ = NOT SUBMITTED, PLEASE SUBMIT

___ NS/NR ___ = NOT SUBMITTED/NOT REQUIRED

___ NS ___ = NONE SHOWN

Check List:

_____ A. Completed Application Form and Color Summary Sheet (1)

_____ B. Application Fee (currently \$250) (1)

_____ C. Original survey of lot and trees, indicating the following: (2)

_____ 1. Scale of 1" = 10'

_____ 2. All trees on the lot (see tree definition) including the circumference drip line of the tree and the elevation of the ground level at the base of the tree.

_____ 3. All property lines, any adjacent fences or other structures within 20' of the property lines.

_____ 4. Utility easements and rights of way.

_____ 5. Storm water management system including any drainage pipes, systems easements and all berms and swales indicating elevations and intended flow direction, utility easements and locations of all water, sewer, TV cable, phone, gas, lines, hookups, and apparatus.

_____ Sidewalk and Landscape Easement.

_____ 6. Wetland protector easement area.

_____ 7. Side or rear lot easements.

_____ 8. All typical details, certifications, and notes, and those items required by law to be incorporated into a lot survey.

_____ 9. Certified by a Florida licensed surveyor.

_____ 10. Calculation of total lot area (in square feet).

_____ 11. Lot topography and all topography within 20' of the lot (existing and proposed grades)

D. Plot Plan: The proposed plot plan shall be overlaid onto the lot and tree survey, indicating all Proposed site improvements including: (2)

Scale: 1' = 10'

- 1. Set back lines clearly indicated.
- 2. Driveways, sidewalks, and walkways, including concrete or paver patterns.
- 3. Foundation outline with structures being cross-hatched.
- 4. Pools, decks, patios.
- 5. Finished floor elevations.
- 6. Any fences or walls.
- 7. Garbage and trash container storage area.
- 8. Deep well location / irrigation meter.
- 9. Any proposed encroachments or variance indicated as a surveyor's note.
- 10. Calculation of total impervious area (in square feet)
- 11. Green space requirement met (60% open area)
- 12. Driveways / sidewalks
 - A. 10' from curb.
 - B. Meet entrance specs / sec exhibit.
 - C. Material, concrete, pavers.
 - D. Surface treatment, minimum 20%.
 - E. Approves patterned,
 - F. Wave or interest and design.
- 13. A/C:
 - A. Central heat and air.
 - B. Location of A/C units shielded.
 - C. No window or wall units permitted.
- 14. Antennas / Flag poles.
- 15. Accessory Structures.

E. Cross Sections: The following cross sections shall be included. Drawings shall indicate all Variations in elevation, swales, berm, and all proposed improvements. (2)

- _____ 1. Scale: 1" = 20'.
- _____ 2. From front property line to front foundation wall.
- _____ 3. Both side property lines to side foundation walls.
- _____ 4. Rear foundation wall to rear property line.
- _____ 5. Bank treatment.

Note: Side yard elevation must be set to minimize slope between lot line and house. Foundation wall must be increased vertically to allow a transition between the finish floor elevation and required exterior grade elevation. See Exhibit "B-3" for typical cross section and elevations.

F. Floor Plans: (2)

_____ Scale: 1/4" = 1'0"

G. Exterior Elevations: (2)

- _____ 1. Scale: 1/4" = 1'0"
- _____ 2. Existing grade, proposed fill elevation, finished floor elevation.
- _____ 3. Doors, windows, fences, mechanical equipment, walls, gutters.
- _____ 4. Roof pitch, roof-mounted mechanical equipment and details.
- _____ 5. Wall finishes, textures, specifications.

H. Full Color Rendering of Exterior Elevations: (1)

_____ The front elevation must be submitted indicating the true colors as closely as possible.

I. Building Sections: (2)

- _____ 1. Scale: 1/4" = 1'0"
- _____ 2. Detail wall sections.
- _____ 3. Detail roof sections, pitch, type, overhand, finish.

J. Exterior Colors / Finishes / Materials: (1)

Note: A “color sample” shall mean either a clear picture, a product brochure indicating color, an Actual sample of material, or a 2” x 2” painted color chip. Name of color shall not be accepted.

- _____ 1. Provide all specifications, color samples, pictures, manufacturers, model numbers, product samples, or brochures (if applicable).
- _____ 2. Exterior color chips for walls, trim, doors, etc. (minimum size of 2” x 2”).
- _____ 3. Sample of awning material.
- _____ 4. Roof finish, manufacturer’s model number and color sample.
- _____ 5. Garage door specifications.
- _____ 6. Screen and fencing color sample.
- _____ 7. Driveway color sample, specifications, and patterns.
- _____ 8. Window specifications and color sample.
- _____ 9. Shutter specifications and color sample.
- _____ 10. Tile color samples.
- _____ 11. Any other item used as an exterior finish, also including color samples.

K. Walls and Fences:

- _____ 1. Scale: 1/4” = 1’0”.
- _____ 2. A plot plan of all proposed wall and fence locations.
- _____ 3. Detailed cross section(s) of all walls and fences.
- _____ 4. A detailed elevation of all fences and walls.
- _____ 5. A full color elevation of each wall or fence (one copy only).

L. Electrical Plans:

- _____ 1. Scale: 1/4” = 1’0”
- _____ 2. Includes exterior lighting circuits.
- _____ 3. Include mechanical equipment location.
- _____ 4. Include electrical meter locations.
- _____ 5. Include all timers, lighting, and irrigation.

M. Landscape Plans:

- _____ 1. Scale no greater than 1" = 10".
- _____ 2. Topography, berming, mounding.
- _____ 3. Storm water and drainage patterns.
- _____ 4. Easements and right-of-ways.
- _____ 5. Driveways, sidewalks, walkways.
- _____ 6. Plant material listing and specifications, sizes.
- _____ 7. Surface material listing and specifications.
- _____ 8. Irrigation plan and specifications.
- _____ 9. Water source and treatment specifications.
- _____ 10. Exterior site lighting plan.
- _____ 11. New tree listing and specifications.
- _____ 12. Existing trees.
- _____ 13. Streetscape plan.
- _____ 14. Planting and fertilization specifications.
- _____ 15. Landscape bid showing minimum amount proposed.
- _____ 16. Wetland areas.
- _____ 17. Exterior lights.

