

Cypress Breeze Plantation

Architectural Review Checklist

Submit completed forms and supporting documents to: Cypress Breeze Plantation HOA, PO Box 2594, Santa Rosa Beach, FL 32459

For other delivery option, email the Community Management Association listed near the top of our neighborhood's website

cypressbreezehoa.com

NEW CONSTRUCTION/MAJOR PROJECT PLAN SUBMISSION AND APPROVAL

The procedures for obtaining approval of plans in order to receive a Cypress Breeze Plantation ARC Construction Permit for commencement of new construction and major projects are defined in this section. All required items shall be submitted directly to the HOA Property Manager or the ARC with the appropriate Application Form(s).

Major projects shall be submitted with the following forms and information:

- **Completed *Major Project Application Form***
- **Completed *Fencing Application Form*** (if fencing or screen walls are included in project)
- **Non-refundable Submission Fee - \$500**
- **Compliance Deposit - \$2,000.00**
- **5 sets of plans on Tabloid sheet size (11x17)**
- **Electronic files of plans (PDFs) and photos to be included in submittal package**
- **Lot Survey** indicating all lot lines, adjoining roadways, setbacks, easements, and existing improvements (buildings, patios, driveways, decks, retaining walls, etc.)
 - 1" = 10' minimum scale
 - Site topography
 - Existing significant trees (6" diameter and greater)
- **Proposed Site Plan** indicating the location of building perimeter walls, decks, hardscapes, courtyards, pools, fencing, screen walls, and gates.
 - 1" = 10' minimum scale
 - Graphically show required building setbacks and dimension actual proposed building setbacks on all sides.
 - Indicate where roof or cantilever overhangs encroach minimum setbacks (18" max)
 - Indicate required parking spaces, including dimensions
 - Indicate mailbox location
 - Impervious Surface Ratio (50% maximum)
 - Indicate 12" setback from adjoining property lines for all hardscapes, unless a recorded agreement for shared access is provided.
- **Proposed Grading and Drainage Plan**
 - 1" = 10' minimum scale
 - Proposed Finish Floor Elevation (FFE) and existing elevations at crown of surrounding roadway(s)
 - Proposed contours and/or spot elevations with drainage flow arrows
 - Indicate all onsite and adjoining stormwater management areas
 - Indicate driveway and sidewalk perforated pipe culvert(s), including length, projection past driveways, and endwalls if used.
 - Indicate gutter downspout locations, if applicable.
 - Indicate any additional drainage piping, French drains, or stormwater conveyance swales proposed.

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- **Proposed Landscape Plan**
 - Indicate all existing trees and shrubs to be removed and/or to remain.
 - Indicate location and species of each tree, shrub, and groundcover proposed.
 - Indicate impervious surface ratio, if not shown on site plan.
 - Indicate grassed areas, planting type (sod or seeded), and species.
 - Indicate all mulched areas and mulch materials to be used (pine straw, hardwood, rubber, rock, etc.)
 - Indicate any irrigation systems to be constructed or removed. Include location of irrigation pump and well, if applicable.
- **Building Floor Plans and Elevations (1/4" = 1'-0" minimum scale)**
 - Indicate heated and non-heated square footage of each floor of structure.
 - Indicated dotted line for roof overhangs
 - Include all four sides of the structure in elevations
 - Elevations shall clearly indicate proposed exterior materials and colors of all portions of the structure, including walls, roof, and exposed foundations.
 - Indicate exterior siding materials, color, details, patterns, and specifications
 - Indicate all trim (including soffit, fascia, and flashing) materials, color, patterns, and specifications
 - Elevations shall indicate finish floor elevation of structure (including elevation above mean sea level), height to each floor, height to eaves, and maximum height to top of structure.
 - Dimension garage door locations and sizes
 - Indicate doors and windows grid patterns, colors, and materials
 - Indicate gutters and downspout locations, including color. Indicate splash pads and/or piping connections
 - Indicate roof pitch drawn to scale in elevation views
 - For proposed fireplaces, indicate metal wind screens and caps in chimney terminations. Indicate colors and details.
- **Building Roof Plans (1/4" = 1'-0" minimum scale)**
 - Indicate roof pitch of all sections of roof
 - Indicate roofing materials and color
 - Indicate specifications for roofing material
- **Material and Color Samples**
 - Paint chips for primary and trim colors
 - Paver hardscape color(s) and pattern. Representative photo is acceptable.
 - Awning(s) colors and material. Photo(s) acceptable.
 - Color sample(s) for wood deck, fencing, and/or screen wall stains.
 - Representative photographs of special fencing elements, such as decorative finials, arbors, etc.
 - Roof material and color sample. Representative photo is acceptable.