

Application for Design Review

According to Waterwood Restrictions, property owners must submit full size architectural drawings and get approval for any improvements before construction begins. This applies to any residence, piers & structures built in the water, retaining walls & any significant moving of soil. **No improvements shall begin until the plans & specifications are approved in writing by the Architectural Control Committee also referenced as the Architectural Review Board.**

Applications should be submitted to the ARB chairman at least 45 days prior to intended construction date. It is YOUR responsibility to SUBMIT ALL INFORMATION Failure to do so may result in delays. (Note: All submittals must be delivered to the ARB chairman)

Please submit requests with the appropriate forms & include ALL supporting drawings & information:

- _____ Site plan to scale
- _____ Specifications for buildings
- _____ Specifications for project (pool, fence, bulkhead, retaining wall, landscaping)
- _____ Complete forms pertaining to project (Application & Variance request if necessary)

If you KNOW that your plans/ideas require a variance, submit the variance request at the same time in order to be more efficient and save time. Otherwise, plans may be denied, requiring you to start the process again.

Steps to take when seeking approval from the ARB:

1. Submit a full set of complete plans & information.
2. ACC/board will approve, approve with limiting conditions, deny or consider a preliminary review.
3. ACC report generated:
 - If approved move to step 4
 - If denied or needs changes go back to step 1
4. Construction may begin once you have **SIGNED & PICKED UP** your **APPROVED** ARB Report and agreed to any recommendations if noted.

Applicants _____

Waterwood Address _____

Mailing Address _____

Phone _____ Projected start date _____

Signature of ACC Chairman _____ Date rec'd _____

I have "Details of the Approval Process" and understand the ARB will attempt to have this complete within 30 days, but may take up to 45 days depending on when submitted, complexity and when the ARB/board of directors meet. Please submit plans early or at least notify us that plans will soon be submitted so that we can start planning for it. _____ Sign

Details of the Approval Process

Thank you for submitting plans to the Waterwood Architectural Review Board (ARB). We will do our best to get your plans approved by the ARB in a timely and efficient manner and then presented to the Board of Directors. Depending on when you submit, when committee members are available to meet and when the next board meeting is scheduled to meet, this could take up to 45 days especially when submitted during the summer months or winter holidays.

Further details of the approval process:

After receiving your completed paperwork & plans, the chairman is responsible for scheduling a meeting with the ARB Committee members. They will then meet to discuss and make decisions based on the submitted information, plans/drawings and pictures.

The ARB will issue one of the following Approve, Approve with limiting conditions, Deny or Preliminary Review.

If approved you may proceed exactly as submitted.

If approved with limiting conditions: approved only if the stated conditions in approval are met. EX: Accept with the recommendation of putting mailbox at front sidewalk instead of driveway.

If Denied – Not approved for the conditions or reasons listed. Make changes and resubmit.

If Preliminary Review – This is a “early design stage drawing” often submitted to give the applicant direction as to what concerns the ARB may have regarding the design before the actual submittal of complete plans. Comments may be made, but this is NOT an approval to proceed without a full submittal and approval.

IF your plans REQUIRE a VARIANCE...THE BOARD OF DIRECTORS MUST ALSO SIGN OFF on your plans BEFORE YOUR ARB REPORT IS GENERATED for you to **sign off on & pick up.**

If plans are denied, they may be resubmitted for the next ARB meeting or applicant may request the chairman to file an appeal to the WCA Board of Directors.

After the committee approves and signs off on the plans, an ARB Committee Report is generated for both the homeowner and the board of directors. All plans are kept on file for future comparisons. All construction must be according to the Declaration of Restrictions. Read and have your builder read the restrictions & design standards carefully. It is YOUR responsibility to comply. **ANY CHANGES TO SUBMITTED PLANS MUST BE IN WRITING & APPROVED BY THE ARB.** The chairman of the ARB will notify you when the paperwork is complete and ready for pickup. **This paperwork MUST be signed off and picked up by the homeowner BEFORE construction begins. THIS IS YOUR PROOF THAT THE PLANS ARE APPROVED. ANY CHANGES TO THE PLANS ON FILE MUST BE RESUBMITTED AND APPROVED.**

We attempt to have this complete within 30 days, but may take up to 45 days depending on when your complete paperwork is submitted and when the ARB/board meet. Please make every effort to submit plans early or at least notify us that plans will be submitted within x number of days or weeks so that we can start planning for it.

**Waterwood Community Association
Request/Documentation of a Variance**

Name of Applicant _____ Date _____

Project Address _____

Phone Number _____


Request for approval on the following variance(s)

Reason for variance(s) request:

ARB Committee Recommendations

WCA Board Members:

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 A variance must go through both the ARB and the WCA Board members for final sign off and approvals.

Applicant Signature _____