

Process and Instructions for Architectural Review

March 2018

1. **Architectural Review Building and Planning Criteria and Building Guidelines most recent version** should be obtained from Nikki Lawniczak, CAM, Association Management Services, 2441 U.S. Highway 98 West, Santa Rosa Beach, FL 32459, nikki@camams.com, 850-231-6004, ext. 106. Please thoroughly review documents before making your submission.

IMPORTANT!! Before designing house plans, make sure the correct building setback lines are determined. The Village setbacks are not the same as the Walton County Land Development Code. Please note the correct setbacks on the enclosed Architectural Review Building and Planning Criteria and Guidelines. As some of the lots back and side lines are different from where expected, especially in cul-de-sacs and on lots bordering the north and south property lines of the Village, it is important to verify those locations as well as the building setbacks associated. It is the responsibility of the owner/builder to make those determinations before designing and submitting plans.

2. **Submissions** must contain completed plans covering all the criteria in the Building Guidelines, appropriate forms and review fees for the type construction, and required copies of plans as outlined below.

3. **Informal Preliminary Review** requests go to the management company with your ideas, photos, etc. in PDF form to obtain feedback from the Architectural Review Committee as to appropriateness of your design for the Village. No submission forms or review fee is required for this type review.

4. **Formal Preliminary Review**, submit one 11X17 paper copy and one PDF copy of the plans with the appropriate forms to the Management Company at the above addresses with the review fee required for your project. Submission forms containing fees information and items to be included in your plans for New Construction, Major Additions to Existing Structures, and Minor Changes to Existing Structures are located in the back of the Architectural Review document on pages 15-22.

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5. **Variances** from the published Building Guidelines require approval and submission of the Design Variance Request form (page 28) stating reasons for the variance and supporting documents for the variance. Variance approval is required whether it is part of the original plans or it is determined during construction a variance is needed.

6. **Review Process.** Plans are reviewed by the Village consulting architect for compliance with the Building Guidelines. The architect submits his review and opinion to the Architectural Review Committee (ARC). The ARC reviews the documents and opinion and votes whether to recommend approval of plans as submitted to the Master Association or return to the submitter for changes or additional information.

7. **Master Association Preliminary Approval.** The ARC recommends Preliminary Approval to the Master Association. Upon Master Association approval, the Management Company sends an approval letter to the submitter. The builder must provide this letter to Walton County to obtain a building permit. No construction may begin without written Master Association approval.

8. **Final Approval** is granted when plans are approved by Walton County and a building permit is obtained. The Final Design Approval Application (found on page 29) should be submitted to the Management Company with a copy of the County approved plans, noting any changes that were made after Master Association preliminary approval. A copy of the building permit, Builder's Agreement (pages 24-25), and the full construction deposit (if required) is due with this application.

9. A **Preconstruction Meeting** must be held prior to ground breaking. This meeting is to plan parking and staging locations for use during construction, establish contacts and address any issues that are required ensure smooth operation of the project. Upon Final Approval, the builder will be contacted by a member of the ARC to set up the meeting.

9. **Exterior Design Change** before or during construction must be submitted to the ARC with the Design Change Request form on page 30. Written approval by the Master Association must be obtained before making the proposed exterior changes.

10. The **Construction Deposit Return Request** (page 31), shall be submitted upon completion of construction and all clean up and repair of the construction area has been completed. **It is the submitter's responsibility to request the deposit return.**