

GRANDE POINTE HOMEOWNER'S ASSOCIATION  
Architectural Review Committee Submission Review Request  
**NEW CONSTRUCTION APPLICATION** (version 11.01.2024)

Upon review of the Alteration/Modification Application, the ARC will render an opinion as to whether the submittal is acceptable as conforming to the Grande Pointe Design Guidelines, By-laws and Declaration of Covenants, Restrictions and Easements for Grande Pointe at Inlet Beach.

Mail all documents & check(s) together in a single package to: **ECAM – Emerald Coast Association Mgmt., 10221 Emerald Coast Parkway West, Ste. #5, Miramar Beach, FL 32550**, or email to: [arcgrandepointe@gmail.com](mailto:arcgrandepointe@gmail.com)

ARC Use Only

ARC Application Number: \_\_\_\_\_  
Date of Drawings Received by HOA Representative: \_\_\_\_\_  
Date of Fees Received by HOA Representative: \_\_\_\_\_  
Date of ARC Response: \_\_\_\_\_

Homeowner Submission Date: \_\_\_\_\_

Grande Pointe Lot Number (per plat): \_\_\_\_\_

Project Address (per Walton County as of date of submission) \_\_\_\_\_

Walton County Parcel Number: \_\_\_\_\_

**Owner/Applicant** (only Legal Owner may submit ARC Review Request Application)

Name: \_\_\_\_\_

Street Address/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

☐ I have read, understand, and will comply with the Grande Pointe Design Guidelines (2024).

Owner Signature: \_\_\_\_\_

**Licensed Design Professional of  
Record:**

Name: \_\_\_\_\_

Street Address/State/Zip Code: \_\_\_\_\_

Florida DPBR License Number: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

GRANDE POINTE HOMEOWNER'S ASSOCIATION  
Architectural Review Committee Submission Review Request  
NEW CONSTRUCTION APPLICATION (version 11.01.2024)

Page 2

**Licensed  
Builder:**

Business Name: \_\_\_\_\_

Street Address/State/Zip Code: \_\_\_\_\_

Florida DPBR License Number: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_

Phone/Emergency Contact: \_\_\_\_\_

Email: \_\_\_\_\_

**Final Submission Requirements**

- A complete submission per each item on the checklist below is required;
- Each Sheet or Drawing must be uniquely identified by name, numbered and dated, without exception
- All items noted below must be included and checked by Applicant for submission to be eligible for Review by the ARC
- Incomplete submissions will be returned to the Applicant without review by the ARC
- No Contingent approvals will be granted. All subsequent resubmissions will be considered a new application, and must include a new application form with a new date, checklist and all required items.

**Part 1 - Fees and Documents**

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- |                          |  |               |
|--------------------------|--|---------------|
| <input type="checkbox"/> | Application Review Fee \$1,500 (Non-Refundable) *  | Check # _____ |
| <input type="checkbox"/> | Infrastructure Impact Fee \$3,500 (Refundable-only if conditions apply) *                              | Check # _____ |
| <input type="checkbox"/> | Construction Compliance Deposit \$3,000 (Refundable - conditions apply)*                               | Check # _____ |
| <input type="checkbox"/> | Project Information and Constructed Area (Square Footage Area Heated & Cooled, Garage, Porches, Other) |               |
| <input type="checkbox"/> | Construction Documents, Signed and Sealed by a Florida DPBR Licensed Design Professional               |               |
| <input type="checkbox"/> | Materials List   |               |
| <input type="checkbox"/> | Specifications, Cut Sheets and Color Samples   |               |
| <input type="checkbox"/> | Certified Survey (dated; of existing conditions before proposed improvements)                          |               |

***\*Make Checks to: :GRANDE POINTE HOME OWNERS ASSOCIATION ( individual checks not required)  
Enclose a copy of the check(s) with your application and mail checks to ECAM***

**Part 2 - Project Information**

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**1. Area Calculations**

- |  |       |             |
|--|-------|-------------|
| - Heated/Cooled Space (TOTAL):               | _____ | Square Feet |
| Heated/Cooled Space (1 <sup>st</sup> Floor): | _____ | Square Feet |
| Heated/Cooled Space (2 <sup>nd</sup> Floor): | _____ | Square Feet |
| Heated/Cooled Space (3 <sup>rd</sup> Floor): | _____ | Square Feet |
| Heated/Cooled Space (4 <sup>th</sup> Floor): | _____ | Square Feet |
| Covered Porches:                             | _____ | Square Feet |
| Decks:                                       | _____ | Square Feet |
| Garage:                                      | _____ | Square Feet |

GRANDE POINTE HOMEOWNER'S ASSOCIATION  
Architectural Review Committee Submission Review Request  
**NEW CONSTRUCTION APPLICATION** (version 11.01.2024)

Page 3

**2. General Information:**

- Lot Perimeter Dimensions: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_  
- Number of Bedrooms \_\_\_\_\_  
  
- Number of Parking Spaces (9 x 20) \_\_\_\_\_  
- Number of Bathrooms: (Full-Bath) \_\_\_\_\_ (Half-Bath) \_\_\_\_\_  
- Height, Natural Grade to Mean Roof Line: \_\_\_\_\_  
- Finished Floor Elevation (per Plat): \_\_\_\_\_ (minimum)  
- Actual FFE (First Floor) \_\_\_\_\_

**Part 2 – Complete Documents, Signed and Sealed by a Florida DPBR Licensed Design Professional**

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**Site Plan(s)** to scale; minimum 1" = 20'-0" (based on submitted certified survey); may be multiple plans

- ☐ Sheet # \_\_\_\_\_ Property Boundaries, Street Name, North Arrow  
☐ Sheet # \_\_\_\_\_ Setbacks  
☐ Sheet # \_\_\_\_\_ Easements  
☐ Sheet # \_\_\_\_\_ Preservation Area (Per Grande Pointe Preservation Plan)  
☐ Sheet # \_\_\_\_\_ Landscape Buffer (per Plat)  
☐ Sheet # \_\_\_\_\_ Site Clearing & Preservation Plan  
(accurately identify & locate all existing trees four-inch (4") caliper or greater  
indicating 'to remain' or 'to be removed,' and any vegetation outside  
the building envelope to be preserved')
- ☐ Sheet # \_\_\_\_\_ Building Placement Plan/Footprint to Scale  
☐ Sheet # \_\_\_\_\_ All hardscape, sidewalks, walkways, driveways (brick pavers required)  
☐ Sheet # \_\_\_\_\_ Exterior Lighting –Specifications indicating **Darksky™ Compliant or Darksky™ Friendly**  
☐ Sheet # \_\_\_\_\_ Fences, screens, decks and walls, detached structures  
☐ Sheet # \_\_\_\_\_ Site Grading including 3"-6" drainage swale at the street  
☐ Sheet # \_\_\_\_\_ Stormwater Management: Basin Area & Capacity Requirements (per Plat)  
☐ Sheet # \_\_\_\_\_ Mechanical Equipment dimensioned location and screening  
☐ Sheet # \_\_\_\_\_ Proposed location of Site Project Signage (only 1 allowed per HOA specs)  
☐ Sheet # \_\_\_\_\_ Location of Sanitary/Toilet Facilities  
☐ Sheet # \_\_\_\_\_ Location of Dumpster (10 Yard capacity maximum)  
☐ Sheet # \_\_\_\_\_ Gutter description / locations (or alternate street stormwater drainage)

GRANDE POINTE HOMEOWNER'S ASSOCIATION  
Architectural Review Committee Submission Review Request  
New Construction  
Page 4

**Landscape Plan** (must be separate plan from Site Plan)

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- ☐ Sheet # \_\_\_\_\_ **Boundary**  
Indicate all perimeter property lines, setbacks, dedicated easements and north arrow, preservation areas and landscape buffers.
- ☐ Sheet # \_\_\_\_\_ **Structures**  
Position all structures on the property and indicate the location of all permanent construction elements.
- ☐ Sheet # \_\_\_\_\_ **Perimeter Areas**  
Reflect all adjacent site conditions and surrounding roadways, lakes and pertinent features, which may affect the subject property.
- ☐ Sheet # \_\_\_\_\_ **Hardscape**  
Indicate all proposed vehicular and pedestrian circulation treatments, swimming pool location and configuration, miscellaneous amenity elements, garden features and permanent site furnishings which may affect the use of the site.
- ☐ Sheet # \_\_\_\_\_ **Utility Elements**  
Show all air conditioner equipment locations, exposed utility meters, garbage areas, LP gas tank, pool equipment and any service or utility elements which may require landscape treatment or buffer screening.
- ☐ Sheet # \_\_\_\_\_ **Decorative Grading**  
Indicate general existing grades and all proposed decorative grading (earth berming) at (minimum) one foot (1'-0) intervals.
- ☐ Sheet # \_\_\_\_\_ **Planting and Vegetation**  
Provide a comprehensive landscape layout for all trees, palms, shrubs, ground covers, vines and sod which are proposed throughout the site. The use of sod is required between the street and the front of the lot.
- ☐ Sheet # \_\_\_\_\_ **Plant List**  
Identify all proposed vegetation to be used in landscaping not previously existing on the Property with a plant list that reflects the accepted common name, height, spread, caliper, or size at time of installation as well as any necessary remarks which may be required to clearly portray the technical needs for design review, and/or final installation purposes. No poisonous or invasive plant species shall be allowed.

GRANDE POINTE HOMEOWNER'S ASSOCIATION  
Architectural Review Committee Submission Review Request  
New Construction  
Page 5

**Building Floor Plans, Elevations and Details** (to scale; ¼" = 1'-0" minimum)

☐ Sheet # \_\_\_\_\_ Foundation Plan  
(pilings and pads/stemwalls, dimensioned to property lines and setbacks; plans conforming to all Authorities Having Jurisdiction, Walton County, and State of Florida Codes)

☐ Sheet # \_\_\_\_\_ Framing Plan  
(plans conforming to all Authorities Having Jurisdiction, Walton County, and State of Florida Codes)

☐ Sheet # \_\_\_\_\_ Floor Plans, All Levels

☐ Sheet # \_\_\_\_\_ Roof Plans

☐ Sheet # \_\_\_\_\_ Elevations (to scale, ¼" = 1'-0" minimum)

☐ Sheet # \_\_\_\_\_ Site Existing Median Grade identified

☐ Sheet # \_\_\_\_\_ Total Height from Median Grade

☐ Sheet # \_\_\_\_\_ Median/Legal Height from Median Grade

☐ Sheet # \_\_\_\_\_ Dimension from Crown of Street

☐ Sheet # \_\_\_\_\_ Exterior Materials identified

☐ Sheet # \_\_\_\_\_ Roof Pitch Noted, all roof areas

**Details** (to scale; all to include material designations)

☐ Sheet # \_\_\_\_\_ Typical Wall Sections

☐ Sheet # \_\_\_\_\_ Typical Porch Sections

☐ Sheet # \_\_\_\_\_ Roof Details

☐ Sheet # \_\_\_\_\_ Exposed Rafter Tail Details

☐ Sheet # \_\_\_\_\_ Fascia and Trim Details

☐ Sheet # \_\_\_\_\_ Door Details

☐ Sheet # \_\_\_\_\_ Window Details

☐ Sheet # \_\_\_\_\_ Door/Garage Door Schedule (including dimensions)

☐ Sheet # \_\_\_\_\_ Window Schedule (including dimensions)

GRANDE POINTE HOMEOWNER'S ASSOCIATION  
Architectural Review Committee Submission Review Request  
New Construction  
Page 6

**Materials & Finish** (complete all that apply)

Specifications	Color & Finish	Manufacturer /Description/LRV
Driveway (Brick Pavers)		
Entry Walk		
Windows		
Siding		
Trim		
Railings		
Shutters		
Entry Door		
Patio Doors		
French Doors		
Garage Doors		
Other Doors		
Facia		
Soffit		
Roofing		
Gutters		
Chimney		
Understory Screening		
A/C & Trash Screening		
Detached Walls		
Decks & Stairways		

### **Part 3 - Acknowledgements and Disclaimers**

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Approval of this New Construction Submission Application by the Architectural Review Committee indicates that your proposed improvements comply with the Grande Pointe Design Guidelines (2022) or have been approved by the ARC.

Such approval does not certify structural integrity, compliance with zoning regulations or building codes, or waive any requirements for the applicant to obtain zoning and planning approvals, building permits or inspections by any authority having jurisdiction.

If this application is approved by the ARC, such approval does not grant approval to proceed with the work. The ARC will issue a separate notice granting approval to commencement of the work. The following documents must be submitted prior to commencement of the work and must remain in effect for the duration of the project:

- Homeowner's or Contractor's Proof of Liability Insurance
- A Certificate of Insurance; Grande Pointe Homeowners' Association listed as a 'Certificate Holder.'
- Contractor's Proof of Workers Compensation or Waiver Certificate
- Applicable Walton County Planning Department Approvals and Permits
- Copy of the Plans submitted and approved by the Planning Department, stamped with approval notations
- Applicable Walton County Building Department Approvals and Permits
- Copy of the Plans submitted and approved by the Building Department, stamped with approval notations

The project is subject to additional requirements and inspections during the progress of the work as outlined in the CCR's and Design Guidelines.

Any and all proposed modifications or revisions to the work previously approved require submission to the ARC for review and approval in advance of performing that work