

Design Review Process For New and Major Construction

Incomplete applications will not be accepted. An application will not be accepted from any owner not current in payment of any assessment.

All professionals involved must be qualified by the following:

- Licensed in the state of Florida for the work to be performed.
- All plans are required to be sealed by the professional preparing them (exception for Preliminary Review).
- All plans will show a scale, date, North arrow, and Lot & Block identification.

Step 1 By Owner **Submissions required for Preliminary Review**

- A. Owners Application Agreement
- B. Owner's Review Fee - See *schedule of ARB Applications and Deposits*
- C. Owner's Construction Deposit
- D. New and Major Design Review Application Form
- E. Two (2) Sets of House Plans (Including Site plan, Exterior Elevations)
- F. Two (2) Sets of Landscaping Plans
- G. Lot Survey

Step 2 By Architectural Review Board (ARB)- From the date of the notice from the ARB indicating the completed application has been received, the ARB will review the application and advise owner in writing of its determination within 30 days. The ARB will return one set of documents to owner with the appropriate comments.

Step 3 By Owner **Submissions required for Final Review**

- A. Contractor's Completed Application
- B. Contractor's Construction Deposit
- C. Owner's Review Fee
- D. 2 Full Sets of Sealed Detailed House Plans (including Floor Plans, Exterior Elevations, Building Sections and Details)
- E. 2 Sealed Complete Site Plans
- F. 2 Sets of Sealed Landscaping Plans including the irrigation plan
- G. Final Color and Finish Schedule
- H. Specifications

Step 4 By Architectural Review Board (ARB) - The ARB will review the application and advise owner in writing of its determination of whether the completed application is accepted or denied within 30 days. The ARB will return one set of documents to owner with appropriate comments.

Step 5 By Owner - Building Permits: After ARB approval, owner submits approved plans to Monroe County Building Department or other such agencies having jurisdiction for required permits. Owner must start Construction within 60 days of issuance of County Permit.

Step 6 By Owner - Prior to the start of construction, owner must stake out location of improvements on the site, request ARB inspection and obtain approval for such stakeout. ARB approval is also required for the removal of any trees greater than two (2) inches in diameter.

Step 7 By Owner - Owner starts construction. Foundation Survey by a licensed surveyor is required at the time footing/foundation is installed to verify the plan conformance and that construction conforms to setback requirements. The owner will cooperate with the committee during construction and report and obtain approval for any changes from the approved plans. Construction will be pursued continuously and diligently.

Step 8 By Owner - Prior to the final inspection and consideration for final approval by the ARB, the residence must be completed, the landscaping must be installed, and all improvements must conform to the previously approved plans. Once this has been accomplished, the contractor or the lot owner should request an ARB final inspection prior to any application to certify occupancy.

Shark Key Final Inspection Summary Shark Key Architectural Review Board (ARB)

- 1) When owner and contractor have complied with the approved plans and the ARB Guideline Requirements, either of them may request a final inspection in writing. The written request shall include certification that the final lot grading and filling complies with the approved drainage plan. Currently the request should be mailed to the management company of Shark Key, "Community Association Company" at 305 Whitehead Street, Key West, FL. 33040. E-Mail correspondence can be sent to sterling@cackw.com.
- 2) The Chairperson of the ARB will schedule a final inspection, which will be done within 5 working days of receiving the request. Any unauthorized changes to the previously approved plans must be corrected before a final inspection approval will be issued and the contractor's deposit returned.
- 3) The final inspection review letter, either approval or denial with causes listed, will be delivered to the owner and contractor. A copy of the letter will be sent to the Community Association Company authorizing the release of deposits, if applicable.
- 4) If the Final Inspection results in the ARB requesting corrections, a subsequent "Final Inspection" will be necessary. The homeowner will be charged for each subsequent "Final Inspection" until all items to be corrected have been addressed to the ARB's satisfaction.
- 5) The Shark Key Homeowner's Association will not become involved in disputes between the owner and his/her contractor.
- 6) Released deposits will be sent to the respective owner and contractor by the Association's management company, "Community Association Company".