Architectural Review Application

These forms must be completed and submitted with the plans to the Sunset Village Architectural Review Committee's (ARC) email address, sunsetvillagepsjarc@gmail.com, for review prior to the commencement of construction. Upon completion of the architectural review process, a letter from the Board of Directors with approval or comments for additional revisions will be returned to the applicant. Subsequently, any required revisions cited by this Board or its professionals must be resubmitted for review to the ARC prior to the commencement of construction. Upon final approval from the Board, an approval letter will be issued to the Owners Association of Sunset Village, Inc. ("Sunset Village") Applicant. Please note that each lot requires a separate application and set of plans.

Date _____ Lot # _____

Sunset Village Street Address _____

Owner of Lot _____ Phone _____

Owners Contact Address _____

Builder: _____

Contact _____ Phone _____

Address _____

Florida Contractor's License No. _____ License Expiration Date ___/___/____

Engineer _____

Contact _____ Phone _____

Address _____

Architect _____

Contact _____ Phone _____

Address _____

Landscape Architect _____

Contact _____ Phone _____

Address _____

SUBMITTAL REQUIREMENTS

- **$150.00 application fee**. $150.00 application fee payable to the Owners Association of Sunset Village, Inc.
- **$2500 Compliance Deposit.** $2500.00 compliance deposit payable to the Owners Association of Sunset Village, Inc. The deposit will be refunded **after** the committee confirms that the approved project has been completed in accordance with the approved plans and the community's governing documents.
- **Boundary Survey with buffer areas (if applicable) clearly marked**.
- **Dimensioned Site Plan.** This drawing should be drawn to scale and will show setbacks and all planned improvements, gates, fountains, etc. The Site plan shall also include the following. Please refer to the Design & Building Guidelines for a more detailed description and for any other requirements to be included in the Site Plan.
    - **Foundation & Framing Plan**. Plans shall be drawn at ¼" scale and in conformity with all Gulf County and State of Florida codes.
    - **Grading/Drainage Plan/Culverts.** (location and size and flow direction)
    - **Fill Plan.** If any, including run-off and tree preservation method.
    - **Landscape Plan.** 1" = 20' scale maximum.
    - **Tree Survey.** Must show the location and species of trees four inches or larger in diameter at a point four feet above ground. The Site plan is overlaid on the tree survey identifying all structures and other improvements to be included in the scheme with an indication of trees to remain and trees to be removed (at the same scale as the boundary/tree survey)
    - **Floor Plans**. Floor plans shall be drawn at ¼" scale, containing all information necessary for construction.
    - **Electrical.** Includes Exterior Lighting Plan, utility service entry points to the site (water, natural gas, electric communications, media, etc.), HVAC location (must be screened from view)
    - **Elevations**. Elevations shall be drawn at ¼" scale. All exterior views of the structure must be shown, and all exterior elevations of amenities such as walls, fountains, built-up planters, etc., shall be shown.
    - **Details**. Drawings shall show exterior trim, window, and door details, railings, planter construction, site walls, and all other exterior amenities.
- **Construction Schedule**. The schedule shall start with the date of ARC approval. The schedule shall list the estimated date of the Gulf County building permit, start of construction, end of construction, end of landscaping, and issuance of the certificate of occupancy. The owner's contractor shall endorse the schedule.
- **Gulf County Issued Building Permit**

HOME DESCRIPTION # of bedrooms: _____ # of bathrooms: _____

SETBACKS

Front (from curb): _____

Rear (from structure): _____

Rear (from pool): _____

Rear (from deck): _____

Sides: _____

SQUARE FEET

Ground Floor: _____

Add. Floors: _____

Garage Size _____

Total Area _____

Total A/C Area_____

Lot size (sf) _____ Impermeable/Impervious (SF) _____ Permeable/Pervious (sf) _____

Plans include a pool? YES _____ NO _____ If YES, specify pool materials & color: _____

Home mail delivery? YES _____ NO _____ If YES, denote location of mailbox stand on site plan.

MATERIAL SPECIFICATIONS:

Please review the **Sunset Village Architectural and Site Standards and Criteria** which provides information on colors and material options. Please include color paint samples (2'x2' min. on Hardie Board). *Note: You may be asked to include samples of exterior materials, if available.*

Driveway
Material ☐ Brick Pavers
☐ Concrete
☐ Gravel/shell w/ brick curb
☐ Gravel/shell w/concrete ribbon curb
Color _____

Driveway Culvert Drainage
Material ☐ Concrete channel w/grates
☐ Corrugated HDPE Pipe (16" min.)

Walkway(s)
Material _____
Color _____

Decks/Patios
Material _____
Color _____

Chimney
Material _____
Color _____

Fencing
Style_____
Material ☐ Powder Coated Aluminum
☐ Wood

Color _____

Roof
Material ☐ Standing seam
☐ Corrugated
☐ 5V crimp

Color: ☐ Mill finish (silver)

Eve Overhang
Material: ☐ Fiber Cement ☐ Exposed Rafters

Color _____

GUTTERS: Please note that gutters are NOT permitted as per the Design & Building Guidelines in their current form and require a variance. If you intend to install gutters, please attach a diagram showing where they will be installed, including downspouts and gutter color.

Foundation/Underpinning
Type ☐ Cement Pilings Exposed
☐ Cement Pilings Stem wall

Color _____

Exterior Siding
Style ☐ Lap
☐ Shake
☐ Board & Batten

Material ☐ Fiber Cement
Color(s) _____

Exterior Trim (corners, bands)
Material ☐ Fiber Cement
Color(s) _____

Porch Beams & Posts:
Material ☐ Must be wrapped in Fiber Cement

Color(s) _____

Porch Ceiling
Material ☐ Fiber Cement
Color _____

Railings
Material ☐ Painted wood
☐ Powder coated aluminum
☐ Composite

Color _____

Doors/Windows
Material(D)_____Color_____
Material(W)_____Color_____

Door/Window Trim
Material ☐ Fiber Cement
Color(s) _____

Shutters
Material_____
Color _____

Conservation Restrictions: My property DOES ☐ DOES NOT ☐ have Conservation Restrictions. If it DOES, then I acknowledge receipt of the Department of Environmental Protection Permit and Conservation Easement Documents.

NOTE: Incomplete applications will not be considered for review.

All plans submitted and approved are subject to further approval by any applicable regulatory agencies.

By signing below, I declare that I have read and understand the **Sunset Village Declaration of Covenants, Conditions and Restrictions (CC&Rs).** I also understand that it is my responsibility to ensure all builders and contractors have read, understand and shall fully comply with the CC&Rs.

Further, I affirm it is my responsibility, as the identified property owner, to obtain all necessary permits, governmental approvals, and maintain compliance with all governmental laws, water management district plans, environmental restrictions, public and private restrictions, including but not limited to: building regulations, local and state codes, zoning regulations, plat requirements, permitting, and declaration of covenants, conditions and restrictions (collectively, the "Laws"). I affirm and acknowledge that the ARC shall have no liability or obligation to determine whether the requested construction, improvements, changes, alterations, or additions comply with the Laws.

I hereby indemnify and hold harmless the ARC and the Association Board and their principals for any claims arising from my construction of improvements in violation of these Laws. Without limiting the foregoing affirmation, this ARC approval shall in no way modify my responsibility or liability to maintain designated storm water flow throughout Sunset Village and avoid encroachments into any and all easement areas within our Association.

Signature(s) _____ Date _____