

**Beach Haven
Architecture Review Board Application**

Lot No. _____ Block No. _____ Street Address _____

Date Submitted _____ Submitted By _____

Owner's Name: _____

Address: _____

Telephone: Home _____ Work _____ Cell _____

Email _____

Architect/Designer's Name _____

Address _____ Phone _____ Cell _____

Email _____

Landscape Architect/Designer's Name _____

Address _____ Phone _____ Cell _____

Email _____

Contractor/Builder's Name _____

Address _____ Phone _____ Cell _____

Email _____

Enclosed Living Area Square Footage _____ Lot Cost \$ _____

Covered Porch Square Footage _____ Improvement Cost \$ _____

Garage Square Footage _____ Total Cost \$ _____

Elevations: Highest Elevation on Lot _____

Finished Floor Elevation _____ Highest Peak of Roof _____

Lot Type: _____ Standard _____ Alley _____

Sidewalk Required _____ Yes _____ No _____

Review Schedule:	Date	Date	
	Requested/Received	Approved	Initial
A: Preliminary Plans	_____	_____	_____
B: Final Plans (Note 1)	_____	_____	_____
C: Final Survey (2 copies)	_____	_____	_____
D: Final Architectural Inspection	_____	_____	_____

Note (1) Final Plans must be approved by the ARB before a Building Permit will be issued. No lots may be cleared without a building permit issued by Flagler County.

Requirements for Plan Reviews:

A. Preliminary Plan Review (2 sets of drawings required)

Check if Attached

1. Preliminary Site Plan to Include:

- a. Boundary and Tree and Survey (Note 1)
- b. Building Foundation Plan (Note 2)
- c. Location of Sidewalk/Driveway/Fence/Pool/Decks
- d. Location of Lot Easements/Lake Bank/Set Back Lines /Construction Buffers
- e. Location of near sides of adjacent houses
- f. Utility Locations

2. Preliminary Building Plan to Include:

- a. Floor Plan(s)
- b. All Street Elevations including notation of all exterior materials to be used.

3. Review Fee (Note 3)

Note (1) This survey is to be done by a licensed surveyor, and as a minimum should include all specimen hardwood trees 4" or greater in diameter and all pines 8" or greater. If no trees on lot, no tree survey necessary.

Note (2) The minimum finished floor elevation permitted is 18" above finish grade at front

porch. Note (3) \$2000 payable to Beach Haven ARB



B. Final Plan Review: (3 sets of drawings required)

_____ 1. **Site Plan as approved in Preliminary Plan Review with drainage**

_____ 2. **Building Plan for all improvements to include:**

_____ a. Floor Plan(s) w/Space Calculations

_____ b. Elevations of All Sides

_____ c. Foundation Plan

_____ d. Wall Sections and Details

_____ e. Electrical Plan (for all exterior electric only)

_____ f. Other Structures Details

_____ g. Pool/Deck Plan

_____ h. Material Specifications (see below)

_____ i. Color Specifications (see below)

_____ 3. **Landscape Plan to Include:**

_____ a. Existing trees and natural vegetation to be preserved

_____ b. Plant Materials List w/name, number, size, etc.

_____ c. Lighting Plan (if any)

_____ d. Drainage Plan of altered topographic contours at one (1) foot intervals, if altered.

External Material and Color Specifications

Check if Attached Material/Color/Finish/Manufacture & Product Name

— *Roof _____

 *Major Exterior Wall Finish _____

 *Minor Exterior Wall Finish _____

— *Trim Window, Doors, Dormers, etc. _____

 *Facia _____

 *Front Door _____

— *Shutters _____

 *Windows _____

 *Garage Doors _____

— Driveway _____

 Front Walkway _____

 *Fence/Wall _____

— *Pool/Spa/Deck _____

 *Porch Railings _____

 *Porch Columns _____

— *Porch Flooring _____

 *Porch Piers _____

 *Porch Steps _____

— Gutters _____

 Chimney _____

 *Pool Screen Encl. _____

— *AC/Pool equip Encl. _____

 Exterior Lights _____

 Special Vehicular Paving _____

— Special Pedestrian Paving/Sidewalks _____

 Retaining Walls/Site Walls _____

 Awnings/Trellis _____

*Submit Color Paint Samples

CC: Professional Advisor

Beach Haven Architectural Review Board File

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Fee Schedule

1. New Home Construction

Review Fee: \$2,000 (3 reviews included; additional reviews \$250 each)

Deposit: \$5000.00 (check accepted by builder or homeowner)

2. Home Additions

Review Fee: \$40 per 100 sq. ft. of total addition area or \$500, whichever is greater.

Deposit: \$2500 (check accepted by builder or homeowner)

3. Pools and Pool Enclosures

Review/Administrative Fee: \$300

Deposit: \$1000 (check accepted by contractor or homeowner)

4. Decks, Bulkheads, Walkways

Review Fee: \$150

Deposit: \$250

CHANGES TO APPROVED PLANS \$50

ALL OTHER IMPROVEMENT PROJECTS, FEES DETERMINED BY ARB.

Beach Haven Architectural Review Board

Thank you for submitting your request to the Beach Haven Architectural Review Board.

The ARB meets on the second Wednesday of each month. Application should be received by the Friday prior to the meeting.

To begin Prompt Processing of your request, please submit the following:

1. A completed application
2. Checks for applicable fees and deposits
3. Two copies of your plans
4. Manufacturer's specs or photo of materials to be used
5. A copy of your official site survey, with the location of the improvement highlighted.

An approval by the Architectural Review Board means that the project conforms to the Beach Haven Design Code. It is up to the homeowner to ensure compliance with State/County/City building codes.