

# 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) \$1000 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**

<u>Check if Attached</u>	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

## Beach Haven Architectural Review Board

### Fee Schedule

1. **New Home Construction**  
Review Fee: \$1,000 (3 reviews included; additional reviews \$400 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
5. **Reroofing**  
Review Fee: \$100  
Deposit: \$250 (check accepted by contractor or homeowner)
6. **Repainting – Color Change**  
Review Fee: \$100  
Deposit: \$250 (check accepted by contractor or homeowner)
7. **Screen Enclosures of Existing Back Porches**  
Review Fee: \$100  
Deposit: \$250 (check accepted by contractor or homeowner)
8. **Fences**  
Review Fee: \$100  
Deposit: \$250 (check accepted by contractor or homeowner)
9. **Landscaping Re-Designs**  
Review Fee: \$100  
Deposit: \$250 (check accepted by contractor or homeowner)
10. **Water Features, Gutters, Play Structures, Misc. Items**  
Review Fee: \$25

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.