

Review Sheet for New House Construction and Major Remodel

NAME:	
ADDRESS:	
BLOCK:	LOT: LOT SQ. FT.
HEIGHT:	SQ. Ft.: Under Air:
E-Mail:	Phone#
Owner Current on all Dues: YES NO	
Date	
	Preliminary Review
	Date of Owners Application Agreement
	Date of Owners Design Review Application Form
	Design Plan showing concept of material choices and colors. Brochures and/or pictures provided for all design choices
	Owner's Preliminary Review Fee Amount _____ Ck# _____
	Owner's Deposit Amount _____ Ck# _____
	Lot Survey
	2 Sets of Plans and 1 Electronic Set : Including Elevations and Site Plan
	2 Sets of Landscaping Plans including the following:
	Landscaping plan shows plant list with amount and type of vegetation to be planted
	Irrigation plan is shown on landscaping plan
	Landscape Lighting provided on landscape plan
	Drainage Plan provided showing erosion control and surface drainage
	Site Plan containing the following:
	Shows Mean High Water Line and Landward Limit of Shoreline Mangroves
	All improvements shown on Site Plan
	Structure meets front setback of 30 ft
	Structure meets side setbacks of 15 ft
	Structure meets rear setback of 20ft. from the mean high water line or in cases of shoreline mangroves, 20ft. Laterally upland from the landward limit of shoreline mangroves, whichever is closer.
	Date (1) set of plans returned to owner

	Final Review
	Contractors Completed Application
	Contractors Insurance Certificate
	Copy of Contractor's License
	Contractors Workers Compensation Insurance Endorsement
	Contractor's Deposit Amount _____ Ck# _____
	Owner's Final Review Fee Amount _____ Ck# _____
	2 Sets of Plans Provided and 1 Electronic Set **Sealed Sets required for Final Review
	Landscaping Plan Provided **Sealed Sets required for Final Review
	Landscaping Plan/Irrigation Plan/Lighting Plan
	Date of Foundation Survey: **For Final Review after Footings are poured
	Foundation survey shows elevations from existing grade
FINAL REVIEW	Site Stakeout reviewed by: _____
(110.1) Site Stakeout Review Date: _____	
	Site Stakeout shows the structure including amenities :defined by clearly visible stakes and the corners of building identified.
	Site Stakeout shows all property corners flagged
	Site Stakeout shows all trees for removal are tagged,
	Site Stakeout shows structure within all setbacks
Notes:	

Name:

Address:

Review Date

COMPLIES:

YES

NO

Square Footage and Height

(Section #14 of Amended and Restated Declaration of Covenants and Restrictions) and (203.4, 205.1 and Exhibit B #1)

	Island Lots- 2,400 sq. ft. (35ft tall) Block 1 (Lots 1-6) Block 5 (Lots 1-18)		
	Estate Lots- 2,800 sq. ft. (35-40 tall) Block 2 (Lots 1-6) Block 3 (Lots 1-16) Block 4 (Lots 1-28)		

Roof Plan with Overhang, Fascia, and Pitch Provided

(205.5) and Exhibit B #4

	Wood Shake, Slate, Concrete, Clay, Copper (Manufacturer, type and color)		
	Flashings and gutters are copper		
	Roof Pitch at least 4.5” in 12”		

Site Planning

(203) and Exhibit B #2 and #17

	Dimension Setbacks- All improvements shown		
	Site Plan shows Mean High Water Line and Landward Limit of Shoreline Mangroves		
	Structure meets front setback of 30 ft.		
	Structure meets side setbacks of 15 ft.		
	Structure meets rear setbacks of 20 ft. measured from the mean high water line or in cases of shoreline mangroves, 20 ft. laterally upland from the landward limit of the shoreline mangroves.		
	Advantageous position on lot (Think hurricane, shoreline, pools, views, etc.)		
	Unobtrusive design (Not blatant, does not attract negative attention, or aggressive)		
	Trees are not disturbed		
	Hidden from View (Parking, Garage, Storage, Utilities etc.)		
	Neighbors View is not obscured		
Notes			

Fencing

(203.6) and Exhibit B #7 and #17

	Less than 6 ft. tall		
	Materials are within guidelines		
	Easements clear -No Encroachment		

		Complies:	YES	NO
Exterior Design (205.2)				
	Plans show Exterior Elevations on all sides			
	There is design plan showing concept of material choices			
	Design Duplication in Neighborhood. Is criteria met?			
	Is the design Original?			
	Exterior materials/elements carried throughout			
	Windows/Shutters are congruent			
	Garage located on side			
	Parking area shielded from view			
	Wall Section is Shown			
Notes:				
Exterior Materials (205.3) and Exhibit B #5				
	Decks/Patios/Porches conform to material guidelines			
	Railings conform to material guidelines			
	Doors conform to material guidelines			
	Garage door (s) conform to material guidelines			
	Flashings and gutters are copper			
	Metals-anodized baked on enamel colors.			
	Painting not allowed on aluminum windows- must be manufacturer applied			
	Wood- Cypress and Cedar preferred Stucco -Will be considered on individual merit Masonry-Stone, brick, limestone, split rock, limited concrete Rough Hardware Hot dipped galvanized aluminum or stainless steel			
Notes:				

		Complies:	YES	NO
Color (205.4 and Exhibit B #3)				
	Exterior elevations sheet shows proposed color plan			
	Color Schedule Provided			
	Use of colors restricted accent areas only			
	Exterior surfaces of light or pastel earth tones			
	Colors of Roof, Porches, Railings, Stucco, Masonry, Stairs are congruent and complimentary			
	Color plan is consistent with homes in surrounding area			
	Color of Meter Pedestal congruent with house color plan			
	Color plan is from Shark Key HOA approved color plans			
Accessory Facilities/Utilities (203.2) and Exhibit B #13				
	Propane tanks hidden to rear or side , underground or obscured from view			
	Utility/Service box hidden from view			
	List type Meter Pedestal, materials, color			
	Elevated generator and A/C			
	Noise pollution prevented, optimal location of condensers			
	A/C screened from public view by fencing or substantial landscaping			
	Pool mechanical equipment screened from public view by fencing or substantial landscaping			
	Other Mechanical Equipment screened from public view by fencing or substantial landscaping			
Notes:				
Pool (203.7) and Exhibit B #9				
	Equipment screened/ Location acceptable			
	Noise from pumps are not a nuisance to neighboring properties			
	Equipment screened from public view and Location acceptable			
	Pool Elevations are shown			
Notes:				

Final Inspection DATE: _____ **Completed By:** _____

Temporary Pole removed	YES	NO
Cleanup of adjacent areas	YES	NO
All Construction Debris, Materials and Equipment Removed from:		
• Site	YES	NO
• Adjacent Properties	YES	NO
• Mangrove Fringe	YES	NO
• Adjacent Properties Restored and Seeded if necessary	YES	NO
Damage to Mailbox Pedestals, Fire Wells, Utility Poles, Pavement, Right of Ways or Neighboring Properties	YES	NO
If yes then describe:		
Any encroachments to road or right of ways (i.e. Structures, plantings other than sod, mulched areas, irrigation lines)	YES	NO
If yes then describe:		
Any Unapproved Construction	YES	NO
If yes then describe:		
Is Subsequent Re-Submittal Necessary?		
Owner Deposit Deductions- List		
-		
-		
Re-Inspection Fees (\$50 per Inspection)		
Re-Submittal Fees (\$300 per submittal)		
Owner Deposit Amount Returned		
Copy of Letter to CAC requesting deposit be returned to owners		
Construction Deposit Amount Returned		
Copy of Letter to CAC requesting deposit be returned to contractor		

ANY NOTES REGARDING PROJECT NOT COVERED ON FORMS: