

### ARCHITECTURAL REVIEW COMMITTEE PROCESSING CHECKLIST

Owner Name	Lot Number & Phase
Owner Home Address	Owner Telephone
City, State, Zip	Owner Email Address
Contractor/Builder Company	Contractor/Builder Telephone
Contractor/Builder Contact	Contractor/Builder Email
Square Feet – Heated Area (Excluding screen porches, storage, garage)	Square Feet – Unheated Enclosed Area (screen porches, storage, garage)
Square Feet – Decks	Square Feet – Concrete Driveways

### CERTIFICATION

I certify that I have received, understand and will comply with the protective covenants and restrictions of Kinnakeet Shores Property Owners Association Phase 1 & 2.

I certify that no one will occupy this dwelling prior to my submitting a signed and binding “as built” statement to the Architectural Review Committee. This statement will certify that the dwelling as completed is built to conform to all protective covenants and restrictions of Kinnakeet Shores Phases 1 & 2 and that the completed dwelling conforms with the original plans submitted to the ARC (excluding such changes as approved in writing by said committee). I understand that the ARC reserves the right to confirm/deny the validity of the “as-built” statement until after a physical inspection of the site.

I certify that no fill will be added to the lot without the specific written consent of the ARC.

I certify that I will not allow, make or cause to be made any modifications in the plans as approved by the ARC unless such proposed modifications have been submitted in writing to the ARC chair and approval has been granted.

I understand that the ARC may approve or conditionally approve the building site location, the plans, or the specifications, or it may refuse approval upon any grounds, including purely aesthetic considerations, which in its sole discretion shall appear warranted to protect the beauty and harmony of the subdivision.

Signed: \_\_\_\_\_

Date	Approvals	Approved by	Notes
	First review for beginning construction		
	Second review for beginning construction		
	Contents or binding conditions of approval		
	Final approval for occupancy		
Final approval by: _____			

**YOUR COMPLETED APPLICATION MUST INCLUDE ALL OF THE FOLLOWING:**

**1. A check in the amount of \$50.00 made payable to “KSPOA.”**

**2. A plot or site plan including all of the following drawn to scale:**

- \_\_\_\_\_ HOUSE LOCATION – Show compliance with minimum setback requirements
- \_\_\_\_\_ SITE ELEVATION – Show the mean elevation of house prior to land disturbing activity
- \_\_\_\_\_ 1<sup>ST</sup> FLOOR ELEVATION – Show the number of feet above ground
- \_\_\_\_\_ DRIVEWAY/PARKING – Submit location and dimensions to scale
- \_\_\_\_\_ EXTERIOR CONSTRUCTION – Submit plans to scale showing walls, walkways, outside lighting, etc.
- \_\_\_\_\_ GRADING/LANDSCAPING – Show how site will be returned insofar as possible to natural state

**3. Two sets of construction drawings including all of the following:**

- \_\_\_\_\_ DIMENSIONS – Show all dimensions, computing floor area under sloping roof at 5-foot vertical mark.
- \_\_\_\_\_ EXTERIOR ELEVATIONS – Show all four views, with details of lattice, decks, roof, trim, etc.
- \_\_\_\_\_ EXTERIOR MATERIALS – Show roofing, siding, foundation, chimney, decks, etc.
- \_\_\_\_\_ ROOF OVERHANG – Give actual eave & gable measurements
- \_\_\_\_\_ CONSTRUCTION DETAILS – Show footing, walls, foundation, chimney, decks, portals, etc.
- \_\_\_\_\_ ENCLOSURE OF PILINGS – Show enclosure (All pilings are to be enclosed with lattice/siding.)

**4. Additional information**

- \_\_\_\_\_ ROOF – Give weight and color of shingles
- \_\_\_\_\_ EXTERIOR PAINT/STAIN – Submit color chips or samples of all wall, trim, shutter, door, deck, colors
- \_\_\_\_\_ MASONRY COORS – Submit color chips or samples of all masonry colors
- \_\_\_\_\_ CONSTRUCTION CLEANUP – Submit statement from contractor that a minimum 8' x 8' trash bin will be used during construction and that final cleanup will be completed no later than two weeks after completion of construction.

**5. For pools only:**

- \_\_\_\_\_ SIZE – Drawing to scale showing pool size and decking
- \_\_\_\_\_ MATERIALS – List materials and submit color chips (if applicable) for pool
- \_\_\_\_\_ POOL FENCING – List materials and submit color chips and samples for pool fencing
- \_\_\_\_\_ DECK – List materials and submit color chips and samples for pool decks.