



Architectural Review Committee Submittal Checklist – Revised April 2015

Owner: _____ Lot#: _____ Block#: _____

- 1. Copy of this Checklist
- 2. Submittal Review Fee(s) payable to Leeward Subdivision Homeowners' Association, Inc.
 - a. First Submittal: \$325.00
 - b. Re-Submittal: \$75.00
 - c. Compliance Deposit: \$_____¹
- 3. Two (2) sets of 24"x36" House Plans/Construction Drawings demonstrating compliance with the Planning and Architectural Guidelines (see Item No. 4 below)
- 4. House Plans:
 - a. Legible Scale
 - b. North Arrow
 - c. Site Plan: Property Boundaries; Building Setbacks; Footprints of Home, Driveway, Sidewalks and Accessory Structures; and Location of all Utility Service Boxes
 - d. Detailed Drawings of All Building Elevations and Finishing Details, Clearly Labeled and Dimensioned and Showing Conformance with the Architectural Guidelines
 - e. Foundation Design Drawing Showing Foundation Height and Surrounding Finish Grade
 - f. Exterior Finishing Materials Selections
 - g. Exterior Color Selections (Main Color, Trim, Shutters and Accents, Roof, Handrails, Brick, Stucco, and/or Painted Concrete) As Applicable
- 5. Lot Clearing Strategy (Use Lot Layout and Land Clearing Plan Sheet Provided):
 - a. Building Footprint
 - b. Location of Protection Fencing for Trees and Natural Groundcover
 - c. Location of Erosion and Sedimentation Control
 - d. Equipment and Materials Staging Area
 - i. General Staging and Storage Area
 - ii. Portable Bathroom
 - iii. Dumpster
 - iv. Parking Area
- 6. Landscape Plan(s):
 - a. Plant Species (per Xeriscape Principles)
 - b. Plant Quantity and Size
 - c. Plant Location (Remember to Screen all Utility Boxes and A/C Units)
 - d. Location and Species of Mandatory Street Trees (2 per Lot)
 - e. Irrigation Plan and Product Data Sheets Demonstrating Low Water Use
- 7. An electronic set of all documents sent to arc@leewardneighborhood.com

1. Contact ARC for amount. Return of the Compliance Deposit contingent upon conformance with the Declaration, the Planning and Architectural Design Guidelines, and the approved Plans (and other documentation). Failure to conform may result in a partial or complete forfeit of deposit.
2. Submittal of an incomplete package may result in delays associated with the review process and in additional re-submittal fees.

FOR USE BY ARCHITECTURAL REVIEW COMMITTEE

Received By: _____

Date: _____