

WINDSOR HILL

ARCHITECTURAL REVIEW BOARD ("ARB")

SUMMARY OF PROCEDURE FOR BUILDING PLAN APPROVAL

The following is a brief outline of the procedures for plan submissions and the general guidelines under which the design is to be developed.

1. Procedure for Securing Approval of Building Plans.
 - A. Preliminary Review of Building Plans. Owner may, but is not required, to submit to the ARB preliminary building plans and specifications for review. To obtain preliminary review, the owner should submit the application form and two (2) copies of the preliminary plans and specifications which will consist of:
 - a. Site plan(s)
 - b. Floor plan(s)
 - c. Exterior elevations
 - d. Building section(s)
 - e. Exterior colors and finishes
 - f. Outline specifications
 - B. Final Building Plan Building Review. To obtain final building plan review, the owner shall submit an application and two (2) copies of the final construction plans which will consist of:
 - a. Site plans(s)
 - b. Landscaping plan(s)
 - c. Hardscape plan
 - d. Floor plan(s)
 - e. Exterior elevations
 - f. Building sections and details
 - g. Exterior colors, materials and finishes (schedules and/or color chips)
 - h. Specifications
 - i. Pool plan
 - C. Final Lot Site Plan. A final master plan of the lot prepared by an approved registered Florida Landscape Architect drawn at a scale no smaller than 1'=10', showing the following:
 - a. Existing trees to be saved, easements, and required setbacks

- b. Final location of the house and all ancillary buildings, with actual setbacks
- c. Final location, widths, turning radii, materials, textures or patterns, and colors of all drives and walks
- d. Final location, height, finish, and color of all walls, fences, and gates
- e. Final location and size of utility yards, service areas, mechanical equipment, and outdoor storage tanks
- f. Final location, size, shape, and materials of pools, decks, terraces, and ponds, (with material colors as applicable)
- g. Final location, size, shape, material, and color of all other site constructions, such as fountains, statuary, flag poles, birdbaths, trellis structures, etc.
- h. Final Finished Floor Elevation of the house (FFE) and all ancillary buildings
- i. Final site grading and drainage, including berms, swales, catch inlets, and underdrains as applicable. Spot elevations must be shown where appropriate
- j. Final location of all a basketball court and backboard, with pavement materials, textures or patterns, and colors, if not part of driveway
- k. Final location of septic tank(s) and drain field(s)
- l. Permeability Ratio
- m. Location, color, material, size, and type of all site lighting, if used
- n. Location of required mailbox

D. Supporting Landscape Design Drawings and Specifications. The Homeowner must furnish the ARB with elevations or sketches of all proposed fences, walls, fountains, trellis structures, etc., and must provide product samples or product information sheets (cut sheets) to show the design intent of other site constructions, including pools, statuary, flag poles, light standards, paved areas, etc.

E. Landscape Planting Plan. A final Landscape Planting Plan must be prepared by an approved registered Florida Landscape Architect, drawn at a scale no smaller than 1"=10', and showing the following:

- a. Location of proposed trees, shrubs, groundcovers, and lawn areas, with bed lines shown on the plan. Included will be a plant list outlining botanical and common names, plant quantities, sizes, and spacing. Installation details and specifications are to be included.

- F. Handscape Plan. A final Handscape Plan must be prepared by an approved registered Florida Landscape Architect, drawn at a scale no smaller than 1"=10', and showing the following:
- a. Location of all driveways, walkways, sidewalks and other hardscape improvements. Included will be a specification of the paver type used, together with the pattern and sample of the paver color. Installation details and specifications are to be included as well.
- G. Planting Cost Estimate. An installed planting cost estimate must be submitted that meets the minimum budget requirements
- H. Irrigation Plan. An irrigation plan must be submitted that is drawn at a scale no smaller than 1"=10', and shows the following:
- a. Location of the irrigation water source, controller location and type, and all pipes, valves, and spray heads sufficient to provide adequate coverage to all planting areas. Installation details and specifications must accompany this plan.
- I. Final Floor Plan (at 1/4" Scale) Showing the Following:
- a. All rooms labeled
 - b. Door and Window Locations
 - c. Square footage calculation including living, mechanical, covered porches, patio, garages and storage areas.
 - d. Floor Area Ratio
- J. Exterior Elevations (at 1/4" Scale) Showing the Following:
- a. All exterior elevations, (also, include primary elevations of areas hidden by foreground structures such as garage door entries, side views of covered porches, etc.)
 - b. Exterior materials and finishes (including light fixtures affixed to walls or on posts)
 - c. Chimney and chimney cap height (dimensions need to be indicated and all materials specified)
 - d. Special Architectural Elements (i.e., decorative trim and molding, ornaments, railing, etc. Note: ARB may require additional full-sized samples or drawings of ornamental details.)
 - e. Gutters and Downspouts
 - f. Color Rendering

- K. Roof Plan.
 - a. Roof Plan with Overhang Line
- L. Material Finish Specifications.
 - a. Windows, including style, Manufacturer Cut Sheet, Model Number, and Muntin Finish (sample must be submitted – approved sample must be installed in residence)
 - b. Material Board accompanied by Samples of all Proposed Finishes Showing Materials, Textures, and Colors of the Building, Trim, Windows, Millwork, Fascia, Hardscape, and Roof Tile
 - c. Landscape and Hardscape Plan including Fence Design, Exterior Light Fixtures, Custom Fabrication such as Leaded Windows, Customized Doors or any other Architectural Details
- M. Approval/Denial of Building Plans. Within thirty (30) days after receipt, the ARB will review the application and related plans and return one set of documents to owner with appropriate comments marked thereon. Approved documents will bear ARB's stamp of approval.
- N. Building Permit. After owner has received approval of the building plans by the ARB, owner may submit the building plans to the Orange County Building Department for permitting.
- O. Stake Out of Building Pad. Prior to clearing the lot and beginning construction, owner shall stake out the location of the improvements to be located on the lot and request ARB approval for any trees to be removed.
- P. Commencement of Construction. Owner can now commence construction.
- Q. Final Inspection. After the home is completed, owner will notify the ARB when all work has been completed and will request a final inspection. No work will be considered approved until a final inspection has been made by the ARB and written approval is given.

2. Construction Design Review.

- A. Policy Statement. The ARB desires to enhance the environmental quality and economic value of all properties in Windsor Hill and desires to help make this community a uniquely desirable place to live. The ARB does not seek to restrict individual taste or preference. In general, its aim is to avoid harsh contrasts in the landscape; to foster thoughtful design so that

there is harmony between the buildings and their sites as well as among the structures themselves; to encourage freedom of individual expression in the development of land and buildings, limited only by those protections which are deemed to be mutually advantageous to all of those residing within Windsor Hill.

- B. Construction Design Review Process. All applicants are required to submit plans and specifications to the ARB in duplicate for final review and approval. Though not mandatory, it is strongly suggested that the required documents be submitted for preliminary review and approval. In this manner, the applicant will have every opportunity to communicate with the ARB on matters of concept and design prior to investing in and/or completing fully detailed architectural and engineering drawings and specifications. A period of thirty (30) days after receipt of each application must be allowed for ARB's preliminary review or final review and approval. In all cases, the ARB will make every effort to expedite review of application in a shorter period of time. The application may be acted upon in one of three methods:
- a. Approval (with or without comments)
 - b. Approval as noted (with comments)
 - c. Not approved (revision and resubmission required)
- C. Limitation of Responsibility. The primary goal of the ARB is to review the application (plans and specifications) submitted to it to determine if the proposed improvements comply with the Declaration and to determine if a proposed structure conforms in appearance with the Architectural Review Board Building Criteria for Windsor Hill (hereinafter collectively referred to as the "Building Criteria" or "Planning Criteria"). The ARB does not review and assumes no responsibility for the following:
- a. The structural adequacy, capacity or safety features of the proposed improvement or structure.
 - b. Whether or not the location of the proposed improvement or structure on the building site is free from possible hazards from flooding, or from any other possible hazard whether caused by conditions occurring either upon or off the property.
 - c. Soil erosion, uncompactible or unstable soil conditions.
 - d. Mechanical, electrical or any other technical design requirements for a proposed project.
 - e. Compliance with any and all building codes, safety requirements, or governmental laws, regulations, codes or ordinances.

- D. Time Limitations. After the final review and approval by the ARB, the applicant must begin construction within a period of ninety (90) days from the date of approval. If no construction activity has taken place within this time period, then the ARB's approval shall be considered null and void.

- E. Application Withdrawal. An application may be withdrawn without prejudice by the applicant as a matter of right; provided the request for withdrawal is made in writing and filed with the ARB prior to any review or action on the application by the ARB. No application may be withdrawn if such application has been reviewed and action taken by the ARB, either preliminary or final.