

Islands of Cocoplum Homeowners Association

ARCHITECTURE REVIEW BOARD (ARB)

All developers and/or homeowners who are anticipating either new construction on lot (s), or any type of change to an existing structure that will affect the exterior of a structure, are required to follow the application process described below.

- 1) Three (3) sets of plans containing complete information as contained in *The Islands of Cocoplum Homeowners Association Design and Planning Guidelines* shall be submitted to the **ARB** for preliminary review. A retainer fee of \$500.00 must accompany the plans for submission. There is a charge of \$20.00 each way for courier services. The application must be submitted with pictures of the property from all angles detailing the angle. Color swatches and/or palettes must accompany the application.
- 2) Upon approval of the preliminary plans by the **ARB**, indicated by a signed stamp of the ARB on each page of the plans, the homeowner and/or developer shall submit the preliminary plans to the City of Coral Gables Board of Architects for preliminary review.
- 3) Subsequent to the approval of the preliminary plans by the City of Coral Gables Board of Architects, and preparation of detailed permit and construction documents suitable for submission to the City of Coral Gables and containing complete information as described in *The Islands of Cocoplum Homeowners Association Design and Planning Guidelines*, the homeowner and/or developer shall submit three (3) completed sets of final plans to the ARB. The final plans must be accompanied by the original, complete approved preliminary plan set. The ARB will then undertake its final process as described in *The Islands of Cocoplum Homeowner Association Review Board Design and Planning Guidelines*.
- 4) Once a final approval has been granted by the Islands of Cocoplum Homeowners Association **ARB**, and is evidenced by a signed stamp of the **ARB** on each page of the final plans, one copy of the final plans will be retained by the **ARB**. The owner and/or developer may then submit the approved two (2) sets of plans to the City of Coral Gables.
- 5) At the end of this process a refund check will be issued for the remaining monies from your initial retainer.

Architectural Review Board Application

Date Submitted: _____

Type of Review:

- ____ Preliminary Approval
- ____ Final Approval
- ____ Revision to Final Approval
- ____ As-Built Approval

Applicant: _____

Telephone Number: _____

Proposed Structure: _____

(Residence, Addition, Landscape, Driveway, etc.)

Homeowner: _____

Owner Address: _____

Job Address: _____

Legal Description: Lot(s) _____ Block _____ Section _____ Plat Book/pg _____

Telephone Number: _____

Professional Record

Architect: _____ Tel: _____

Engineer: _____ Tel: _____

Landscaping: _____ Tel: _____

Dates of previous submittals and actions: _____

The information provided herein is true and correct, and the application is being submitted for a review by the ARB with all the documents as required by the Architectural Design and Planning Guidelines. I understand that failure to provide complete information with the application will result in a deferral until the application is deemed by the ARB to be complete.

Applicants Signature: _____ Date: _____

For ARB use only

Date Application received: _____ Application: Complete ____ Incomplete ____

Date Application reviewed: _____

Action taken

- ____ Approved without comments
- ____ Approved with stipulations
- ____ Disapproved
- ____ Deferred