

**Step 1 Select a Registered Architect and Landscape Architect.**

Contact the Design Review Coordinator for a current list of Approved Architects/Designers and Landscape Architects.

Architects other than those listed may only be employed after Design Review Board approval. Ask your selected Architect to contact the Design Review Coordinator for an application and instructions on the approval process.

The selected Architect must contact the Design Review Coordinator to confirm they are using current Design Review forms.

**Step 2 Selected Architect may schedule a Pre-Design Meeting with Design Review Board.**

Prior to beginning design work, your Architect can meet with the Design Review Board to clarify the design philosophy and design guidelines, the specific lot criteria and the review procedures to ensure good communication, and to reduce time needed for approval.

**Step 3 Architect Submits Preliminary Plan Review Application and Fees**

A preliminary plan submission is intended to resolve design issues before incurring the expense of contract documents.

The initial submission must include:

- The completed Design Review Application
- Non-refundable Design Review fee (see fee schedule "Compliance Bulletin #18") made payable to WaterColor Community Association
- Site plan
- Floor plans
- All exterior elevations
- Certified survey with raised, signed seal. Survey should include property lines, topographic lines, significant trees, utilities, etc.
- Plans in PDF Format
- 1 full set of signed and sealed plans, 1-11x17 set of plans, submitted to DRB for review

The Design Review Board Consultant will assist the Architect to produce an approved design.

The Architect must respond to any matters identified in the preliminary review(s) prior to submitting plans for final approval review.

**Application Review**

The Architect and Landscape Architect of Record should make ALL submissions to the office of the Design Review Coordinator. **3 REVIEWS ARE INCLUDED IN THE INITIAL FEE.**

## **Final Review Submission**

Architect must submit one (1) bound, signed, sealed and dated permit set, along with an 11 x 17 set and a PDF copy to include approved landscaping plans and site plan, and a complete package of associated documents to include application, exterior paint color chips and exterior fixtures information, materials list, manufacturers' specification sheets, etc. (See Checklist).

1. The construction documents shall be complete and detailed so that all significant aspects of the construction are clearly identified and can be readily understood by construction professionals. The drawings shall be 24x36 size and bound in one set. The final submission should also include exterior color selection and any exterior specifications and fixtures.
2. The Design Review Consultant will issue a written Notice of Eligibility for Construction.
3. Once the design is approved by the Design Review Board and a Notice of Eligibility has been issued, the Contractor/Builder of Record must contact the Design Review Coordinator and schedule a Pre-construction Site Conference. At the conference, the Contractor will receive the Design Review Letter of Approval, which is required by the County to submit for a building permit application.
4. Documents needed to submit: Completed Application, Plans in PDF Format and 1 full set of signed and sealed plans, 1-11x17 set of plans

## **An estimated/average time line**

Each project is unique and review time depends in part on the time the Architect needs to make revisions and resubmit revised plans to the Design Review Board. The Design Guidelines states that the "Reviewer shall make a determination on each final application within 45 days after the completed application and all information is presented to the DRB" but the Design Review Board Consultant will make every effort to respond well within the allotted time frame.

## **Send ALL architectural submissions to**

Design Review Coordinator:

Andrew Fromknecht  
Office of Design Review  
133 Pine Grove Circle  
Santa Rosa Beach, FL 32459

email . afromknecht@ccmcnet.com  
phone . 850-231-2543

**Modifications** – Please note that any modifications to the exterior of any structure/lot must be submitted to the Design Review Board for approval. This includes, but is not limited to: garages, any type of outbuilding, decks, terraces, patios, courtyards, walks, driveways, parking areas, swimming pools, greenhouses, walls, fences, exterior lighting, exterior color changes of any exterior surface, landscaping, cut and fill operations, drainage, or removal of any existing vegetation. If you have any questions regarding a possible modification, please contact the Design Review Coordinator at 850-231-2543.