

ARCHITECTURAL REVIEW PROCEDURES:

SINGLE FAMILY HOMESITES

The following is an outline of the procedures for plan submissions for single family detached homes. All plans are to be submitted to the Architectural Review Board - Cobblestone Country Club Homeowners Association, P.O. Box 688, Stuart, Florida 34995.

Refer to Instruction Sheet/Architectural Documents, page 40 for details on criteria and specifications.

STEP ONE: REVIEW THE RELEVANT DOCUMENTS

- A) Your Lot Sale and Purchase Agreement
- B) This Design Review Manual
- C) The Cobblestone Country Club Homeowners Association Covenants and Restrictions.

STEP TWO: RETAIN PROFESSIONAL DESIGN CONSULTANTS

Selection of an architect is required of all homesite purchasers and Builders at Cobblestone Country Club. Retaining a landscape architect is advisable if your architect is not specialized in landscape design. Have your consultants read and acquaint themselves with the relevant documents.

STEP THREE: BEGIN WITH YOUR ARCHITECT

Discuss your requirements and have the architect produce sketches illustrating the design concept and showing how the home will be situated on the site. These drawings will be used during the initial review.

STEP FOUR: INITIAL REVIEW

Preliminary plans (four sets) consisting of the following:

- 1) Architectural Review Application
- 2) *ONE THOUSAND* *\$1,000.00*
~~Five Hundred Dollar (\$500.00)~~ construction deposit payable to Cobblestone Country Club Homeowners Association, Inc.
- 3) Site Plan (Survey) indicating the location of all proposed improvements on the lot; and shall show all existing trees with trunk caliper in excess of 6 inches.
- 4) Preliminary Floor Plan(s)
- 5) Preliminary Exterior Elevations (all sides)
- 6) Preliminary Building Section(s)
- 7) Preliminary Landscape Plan

The ARB will review the application and design documents within thirty (30) days and return one set of plans to the homesite purchaser or Builder with the appropriate comments.

STEP FIVE: MAJOR REVIEW

The homesite purchaser or Builder must submit the final construction plans (four sets signed and sealed by a licensed architect), material samples, and color chips, as follows:

- 1) Final Floor Plan(s)
- 2) Final Exterior Elevations: specifications, materials, color chips
- 3) Roofs: structure, materials, product photos (or samples)
- 4) Fascia and Trim: section details, materials, color chips
- 5) Conceptual Landscape Plan: tree location, materials
- 6) Exterior Doors and Garage Doors: specifications, materials, product photos, color chips
- 7) Patios, Decks, Balconies, Verandas, Porches: specifications, materials, color chips
- 8) Fences/Walls: design details, materials, color chips
- 9) Mechanical Equipment: location, screening details
- 10) Exterior Lighting Details: specifications, product photos
- 11) Driveways: materials, finish, color chips

The ARB will review all design documents and return one set of plans to the homesite purchaser or Builder within thirty (30) days with the appropriate comments.

The ARB may require a field inspection of the rough stake-out showing building corners prior to granting approval.

STEP SIX: SUBMISSION OF PLANS TO BUILDING DEPARTMENT

Following Major Review, the homesite purchaser or Builder may then submit approved plans to the Martin County Building Department, or other such agencies having jurisdiction for required permits.

STEP SEVEN: CONSTRUCTION COMMENCEMENT

Upon receipt of Final Plan approval and building permits, the homesite purchaser or Builder can commence construction. The ARB reserves the right to inspect in the field for compliance during any stage of construction.

STEP EIGHT: FINAL REVIEW

The Owner must submit two sets of the final landscape plans for Final Review sixty (60) days after start of construction.

The ARB will review the plans and return one set of plans to the homesite purchaser or Builder within thirty (30) days with the appropriate comments.

STEP NINE: SURVEY/CERTIFICATE OF OCCUPANCY/CONSTRUCTION DEPOSIT

Upon completion of construction, the following will be submitted to the ARB:

- 1) Final Survey - Certified by Surveyor
- 2) Certificate of Occupancy

Upon receipt of the above items and final inspection by the ARB to insure compliance with all ARB criteria and policies, the ARB will return the homesite purchaser's or Builder's construction deposit.

STEP TEN: PERMITTING AND INSPECTION

PERMITTING - After final approval by the ARB, the homesite purchaser or Builder will submit only plans which have been stamped approved by the ARB to the County Building Department or other such agency having jurisdiction for required permits.

REVIEWS - The ARB's administrator will perform periodic reviews to ensure compliance with the guidelines and approved plans as follows:

- 1) Prior to any clearing, excavating or filling on a Lot for construction, the homesite purchaser or Builder may be asked to provide a string stake-out of the Lot lines and building lines. All trees to be removed must be clearly indicated. The administrator will review the string stake-out for conformity to ARB approved plans and will approve or disapprove the commencement of construction.
- 2) Prior to placement of permanent improvements, e.g. footing, pilings, slabs, etc., the homesite purchaser or Builder must receive a footing form board inspection approval from the administrator.
- 3) The homesite purchaser or Builder will place batter boards indicating all building areas.
- 4) The administrator, upon the request of the homesite purchaser or Builder will review the batter boards for conformance with the approved plans and will approve or disapprove continued construction.
- 5) At such time as the homesite purchaser or Builder has completed all improvements, including landscaping, in accordance with the plans and specifications approved by the ARB, the homesite purchaser or Builder shall request a final review by the ARB's administrator.
- 6) The administrator will determine if all improvements have been made in accordance with the ARB approved plans and will certify his/her findings to the ARB.

- 7) Upon certification by the ARB's administrator that all improvements have been satisfactorily completed, including landscaping, in accordance with the approved plans and specifications, and after any desired review by the ARB members, the ARB will issue a final approval certificate. No residence within Cobblestone may be occupied by any person until receipt of a certificate of satisfactory completion by the ARB.

ADDENDUM ..

A REFUNDABLE, \$1,000.00 CONSTRUCTION DEPOSIT IS TO BE MADE OUT TO THE COBBLESTONE HOMEOWNERS ASSOCIATION. THE OWNER OR BUILDER, WILL BE RESPONSIBLE FOR ANY DAMAGES DUE TO HEAVY EQUIPMENT ON, OR ADJACENT TO, THE HOMESITE INVOLVED. UPON INSPECION BY THE COBBLESTONE A.R.B., IF NO DAMAGES HAVE BEEN INCURRED, THE \$1,000.00 WILL BE RETURNED.

BRENDA BLACK, CHAIRMAN
440 S.W. SQUIRE JOHN'S LANE
PALM CITY, FL34990
772-597-5063

SHEILA KURZEN
559 S.W. SQUIRE JOHN'S LANE
PALM CITY, FL. 34990
772-597-0157

GEORGE PANETTA
10255 STONE'S THROW TERRACE
PALM CITY, FL. 34990
772-597- 4070

JACK RUHS
860 S.W. SQUIRE JOHN'S LANE
PALM CITY, FL. 34990
772-597-2697