

**Ocean Reef Community Association
Architectural Committee
Submission Information for New Construction, Additions
and Exterior Renovations**

Date Submitted:_____

Name of Property Owner:_____

Property Address:_____

Architect:_____ Phone #:_____

Builder:_____ License #:_____

Plan Type: Preliminary_____ Final_____

All project involving exterior construction, expansion or modifications must contain the appropriate plan set pages and information set forth below. Please complete this form in full. This form summarizes the requirement set forth in the latest set of ORCA Architectural Regulations and Restrictions and is intended to speed the plan review process. Items missing will be noted at the bottom of this form and the plan set returned to you for completion prior to a plan review.

For major construction, additions and exterior renovations projects, ORCA will issue a letter of intent to be taken to Monroe County. This letter will state that the plans presented appear to comply with the ORCA regulations. When a full copy of the final sealed plans is delivered to ORCA, and when it is determined that the plans match the original plan submitted for approval, the ORCA Building Permit will be issued.

Any subsequent changes affecting the exterior design, shape, size, color, height or other exterior aspect of the project, must be submitted to and approved in writing by ORCA prior to the change(s) being incorporated into the project.

Preliminary plans must include at least the following: (see attached)

Final plans must include a FULL plan set with the raised seal and signature of the architect and engineer as well as those items listed in the attachment relating to Final Plans: (see attachment)

Please fill in the information below:

Size of lot:_____Sq. Ft.

Size of Developed Areas:_____Sq. Ft.

Size of Enclosed Space:_____Sq. Ft.

Size of Air Conditioned Space:_____Sq. Ft.

Set Backs: Front____Ft. Sides____Ft. Rear____Ft.

Exterior Wall Materials and Colors: _____

Exterior Trim and Door Materials and Colors: _____

Exterior Roof Materials and Colors: _____

Roof Trim and Flashing Materials and Colors: _____

Driveway Materials and Colors: _____

Elevation of the Crown of the Road at Center of Lot _____

Elevation of First Living Level _____

FEMA Mandated 1st Living Level Elevation _____

Elevation of Highest Point of Roof _____

Elevation of Highest Point of Chimney _____

FEMA Flood Designations(s) for site _____

Dock? Yes No (If Yes, fill in below)

Does moored boat at dock allow normal safe passage of other boats? Y___ N___

Does dock comply with side set back rules? Y___ N___

Out-buildings or non-attached structures: Yes___ No___

Awnings or canopies: Yes___ No___

Mail Box in a structural enclosure: Yes___ No___

Exterior fountains or water features: Yes___ No___

If commercial building - sign or antenna structure: Yes___ No___

The above has been completed by me and represents the full scope of the project:

Name: _____

Address: _____ City _____ Zip _____

Telephone #: _____

I, the undersigned, have read and fully understand the ORCA Building Regulations and Restrictions:

Signature: _____

Date: _____

