

Casuna Subdivision HOA Application for Construction

PO Box 13331

Mexico Beach FL 32410

(850)895-1256

adrian@4ourseasons.com

November 14, 2020

SUBMITTAL REQUIREMENTS:

1. New Construction: Builder \$2,000 Refundable Compliance Deposit. Each applicant must submit to the Casuna Subdivision Homeowners Association \$2,000 to be returned when the Architectural Review Committee (ARC) gives its final approval that the home is completed and is in compliance with the Casuna Architectural Rules and Regulations. A copy of the Certificate of Occupancy shall be submitted to the ARC to verify completion. Each applicant will be strictly bound to Article VII of the Casuna Subdivision Homeowners Association Declaration of Covenants, Conditions and Restrictions which regulate the "Architectural Control" and the "Use and Development Restrictions" within Casuna.

Repairs or Modifications to Existing Structures: The ARC and the Board of Directors (BOD) have adopted the policy that in the event of damage or destruction to any improvement located upon the Owner's Property, the owner of such improvements shall repair or rebuild such damaged or destroyed improvements in a good and workmanlike manner, within a reasonable time not to exceed one (1) year, including all debris removal so that the improvements and the Lot are restored to an orderly condition. Modifications to existing structures must be completed within one year.

Plans for new construction and any modifications, repairs or reconstruction shall be submitted to the ARC for approval in accordance with the Architectural Rules & Regulations.

Any damage done to Casuna Common Property including sidewalks and common grassy areas must be repaired by the builder/owner. Any sidewalks that have been cracked or damaged during the building process must be replaced with rebar re-enforced concrete. Any common grassy areas that have been damaged must be repaired (soil and grass must be returned to original condition).

Furthermore, should the applicant not fully comply with the above terms, the ARC and Board of Directors reserve the exclusive right to arrange for the immediate repair or replacement of the damaged association property with all costs of such measures being the sole responsibility of the applicant for immediate and full reimbursement to the Association and its collective membership.

2. Dimensioned Site Plan. This drawing will show setbacks and all planned improvements, including, but not limited to the residence, fences, gates, fountains, *patios*, walkways, and driveways.

3. Foundation & Framing Plan. Plans shall be drawn at 1/4" scale and in conformity with all City of Mexico Beach, and State of Florida codes.

4. Floor Plans. Floor plans shall be drawn at 1/4" scale, containing all information necessary for construction.

5. Elevations. Elevations shall be drawn at 1/4" scale. All exterior views of the structure must be shown, and all exterior elevations of amenities such as walls, fountains, built-up planters, etc., shall also be shown.

6. Details. Drawings shall show exterior trim, window, and door details, railings, planter construction, site walls, and all other exterior amenities.

7. Construction Schedule. The schedule shall start with the date of groundbreaking and must be completed within one calendar year. Any exceptions to this requirement must be approved by the ARC. The schedule shall list the estimated date of the City of Mexico Beach building permit, start of construction, end of construction, end of landscaping and issuance of the certificate of occupancy. The owner's contract shall endorse the schedule.

Casuna Subdivision HOA
PO Box 13331
Mexico Beach, FL 32410
(850)895-1256
adrian@4ourseasons.com

CASUNA ARCHITECTURAL REVIEW APPLICATION

These forms must be completed and submitted with the plans to the Architectural Review Committee through the HOA Property Manager for review prior to commencement of construction. Upon completion of the review, a letter of approval or written comments will be returned to the owner and builder. Subsequently, any required revisions cited by the ARC or its professionals must be resubmitted for review to the Committee for approval prior to the commencement of construction.

_____ **New Construction** _____ **Modification to existing property**

Date of this submittal _____

Street Address _____

Owner _____

Phone _____ Email _____

Builder _____ Contact _____

Address _____

Phone _____ Email _____

Engineer _____ Contact _____

Address _____

Phone _____ Email _____

Architect _____ Contact _____

Address _____

Phone _____ Email _____

Landscape Architect/Designer _____

Contact _____ Phone _____

Address _____ Email _____

HOME DESCRIPTION:

Number of bedrooms _____ Number of bathrooms _____

SETBACKS:

Front (from curb) _____
Rear (from structure) _____
Rear (from pool) _____
Rear (from deck) _____
Sides _____

SQUARE FEET:

Ground Floor _____
Additional Floors _____
Garage _____
Total area _____
Total A/C Area _____

Do plans include a pool? YES _____ NO _____

Pool specifications, including materials and color: _____

MATERIAL SPECIFICATIONS -- INCLUDE COLOR PAINT CHIPS AND MANUFACTURER'S CODE

Driveway Material/Finish _____
Color _____

Walkway Material/Finish _____
Color _____

Front Porch Rails & Stairways Material _____
Color _____

Front Porch Floor & Steps Material _____
Color _____

Front Porch Screened? YES _____ NO _____

Rear Porch Rails & Stairways Material _____
Color _____

Rear Porch Floor & Steps Material _____
Color _____

Rear Porch Screened? YES _____ NO _____

Deck Material _____
Color _____

Roof	Material _____ Color _____
Chimney	Material _____ Color _____
Soffits	Material _____ Color _____
Exterior Walls	Material _____ Color _____
Exterior Trim	Material _____ Color _____
Shutters	Material _____ Color _____
Window Trim	Material _____ Color _____
Exterior doors	Location: _____ Color _____ Location: _____ Color _____ Location: _____ Color _____
Garage Door	Design _____ Color _____
Foundation	Material/Finish _____ Color _____
Fencing	Material/Finish _____ Height _____ Location (submit drawings) _____

Elevation of First Finished Floor above final finished Grade: _____

A Landscape Plan must be submitted with this application.

All plans submitted and approved by the ARC are subject to further approval by any applicable regulatory agency. In addition to the main residence, the City of Mexico Beach requires permits for fences, patios, decks, and outbuildings.