

Hideaway Beach ARC Checklist

***** Submit this checklist for each level of review *****

Property Titled to:		
Responsible Member Name:		
ARC Related Correspondence should be addressed to:		
Street/PO:		
City:	State:	Zip:
Email address:		
Block:	Lot:	
Property Address:		
Architect:		
Builder:		

Conceptual Review - Please Review December 13, 2023 ARC Design Criteria Manual for detailed information

<input type="checkbox"/>	Vacant Lot Survey
<input type="checkbox"/>	Conceptual sketches, models, renderings of all four elevations to include mean roof height and overall height, air conditioned square feet of each living level
<input type="checkbox"/>	Site plan with proposed house footprint and applicable setbacks, include all accessory structures as well
<input type="checkbox"/>	Waterfront Lot - Survey showing Erosion Control Line and Building Control Line

Preliminary Review - Please Review December 13, 2023 ARC Design Criteria Manual for detailed information

<input type="checkbox"/>	All of the items listed above plus the following items:
<input type="checkbox"/>	ARC FEE check made payable to: Hideaway Beach Association, Inc. - see page 29 for amount
<input type="checkbox"/>	Four corners of lot staked by surveyor and fully executed Lot Clearing / Native Vegetation Agreement *
<input type="checkbox"/>	Survey of Protected Species from the City of Marco Island (when applicable)
<input type="checkbox"/>	Copy of Approvals from any Federal, State or County (when applicable)
<input type="checkbox"/>	State Coastal Construction Control Line authorization (when applicable)
<input type="checkbox"/>	Fully executed Architect Application and Agreement *
<input type="checkbox"/>	Fully executed Landscape Architect Application and Agreement *
<input type="checkbox"/>	Fully executed Builder Application and Agreement *
<input type="checkbox"/>	Fully executed Owner Agreement *
<input type="checkbox"/>	Fully executed General Contractor Agreement *
<input type="checkbox"/>	Building Floor Plan at a scale of 1" = 10'
<input type="checkbox"/>	Environmental Survey Report
<input type="checkbox"/>	Pool Screen Enclosure (if applicable) with all dimensions
<input type="checkbox"/>	Site survey at a scale of 1" = 10' to include all easements and right of ways

Final Review - Please Review December 13, 2023 ARC Design Criteria Manual for detailed information

<input type="checkbox"/>	All items listed above plus the following items:
<input type="checkbox"/>	Final Site Plan
<input type="checkbox"/>	Utility Plan
<input type="checkbox"/>	Grading and Drainage Plan
<input type="checkbox"/>	Proposed Landscape Plan to include existing vegetation to remain, sculptures etc.
<input type="checkbox"/>	Irrigation Plan
<input type="checkbox"/>	Architectural Floor Plans
<input type="checkbox"/>	Architectural Sections and Elevations
<input type="checkbox"/>	Project Specs - exterior finish materials to include driveway and pool deck
<input type="checkbox"/>	Sample Board of all Proposed Materials & Colors (only one board is required) Complete Sample Form *
<input type="checkbox"/>	Provide sealed-plan documentation showing architect's code and ordinance compliance
<input type="checkbox"/>	Construction schedule
<input type="checkbox"/>	Subcontractor List (update as necessary)
<input type="checkbox"/>	Parking, Dumpster, Port-o-let locations on site survey
<input type="checkbox"/>	Compliance Bond check made payable to: Hideaway Beach Building Escrow Account - see page 29 for amount
<input type="checkbox"/>	Compliance with site pile driving per page 25-26
<input type="checkbox"/>	Upon final approval, furnish electronic copies of the complete set of signed and sealed construction plans
<input type="checkbox"/>	Drainage Plans must be approved in conjunction with Landscape Plans

Please submit a total of FIVE sets:

ONE signed & sealed set of all plans and originally signed forms

FOUR copies of plans and signed forms

All plans must be 24 x 36



OWNER'S AGREEMENT

This agreement is made on this ____ day of _____, 20__, by and between Hideaway Beach Association Inc., a not-for-profit Florida Corporation ("Association") and

(If more than one, referred to collectively as "Owner".)

RECITALS

- 1) The Association is responsible for the development and operation of Hideaway Beach and has the authority to:
 - a) Establish design and development standards for Hideaway Beach;
 - b) Review and approve plans and specifications for all homes, structures, renovations and landscaping within Hideaway Beach;
 - c) Approve general contractors, subcontractors, builders and architects within Hideaway Beach; and
 - d) Establish rules and regulations with respect to Hideaway Beach.
- 2) Owner is the owner of Block _____, Lot _____, street address, _____ (*insert property address*) and desires to construct a residence and related improvements ("Residence") on the property legally described as:

AGREEMENT

- 1) The above Recitals are true and correct.
- 2) Within _____ days from the date of this Agreement, but in any event, prior to commencing the construction of the Residence, Owner agrees to deliver to the Association the following:
 - a) A compliance bond, in the form of a check, shall be forwarded to the Association after the residence has received final approval of construction plans and has received a permit issued by the City of Marco Island, and any other regulatory permits required by the city, county or state. The compliance bond must be submitted **prior** to the start of clearing a lot for construction. (*Checks should be made payable to Hideaway Beach Club Building Escrow Account.*)
 - b) Association shall have no liability to Owner for drawing on the Compliance Bond. If the Association has wrongly drawn upon the Compliance Bond, Association's only responsibility shall be to refund the amount so drawn.
- 3) Owner agrees to:
 - a) Commence construction within 365 days of approval of the Final Construction Plan and understands that failure to commence construction within this timeframe will invalidate the final approval and that all review fees paid will be forfeited.
 - b) Complete construction of the Residence within eighteen (18) months from the date of commencement of construction in accordance with the approved final plans, specifications and related documents approved by the Association. As used herein, commencement of construction means any clearing, filling or other site preparation, or any other physical construction activities on the lot. Owner understands that failure to complete construction within the specified timeframe will require the payment of construction completion timeline fees. Construction shall be deemed completed at such time as a certificate of occupancy, final survey and elevation certificates have been issued by the appropriate governing authority and the Architectural Review Committee has declared that the project has been completed in accordance with the plans, specifications and related documents approved by the Association including all major landscaping and in accordance with all other requirements of the current Architectural Review Committee Design Criteria Manual. In the extraordinary case of a delay caused by storm or flood, acts of regulatory agencies, or other cause beyond the control of Owner and/or Owner's contractor, the Architectural Review Committee, at its sole discretion, may grant an extension of time; however, there will be no extension beyond 22 months. Even if extensions are granted, fees will still be charged against the compliance bond.

- c) The Owner assumes all responsibility for the selection and approval of architects, engineers, general contractors, and subcontractors.
 - d) Comply with the current Architectural Review Committee Design Criteria Manual and all other rules and regulations of the Association.
 - e) Repair and/or replace any damage to property within Hideaway Beach, caused by Owner or those working under or for Owner including contractors, subcontractors, suppliers, and employees.
- 4) Comply with Hideaway's construction site standards.
 - 5) Pay all Hideaway dues, assessments and fees.
 - 6) In the event that Owner breaches any of its agreements contained, the Association shall have the right to draw on the Compliance Bond and retain any interest earned thereon, without limiting any other remedy the Association has under its governing documents, including obtaining injunctive relief, damages and an award of attorney's fees and costs.
 - 7) Owner's Compliance Bond (*less forfeitures if applicable*) shall be returned within thirty (30) days of the Final Approval of Completion of Construction from the Architectural Review Committee, provided that Owner has complied with the terms and conditions of this Agreement.
 - 8) Owner shall indemnify and hold harmless the Association, its directors, officers and employees from and against, any fines, penalties, costs, expenses or liabilities arising from any and all environmental violations caused by, or committed by, the Owner or those working for or on behalf of the Owner including Owner's contractors, subcontractor or suppliers.
 - 9) The Association shall not be responsible for any obligations of Owner to the Owner's, contractors, subcontractors, or suppliers. This Agreement is entered into for the purpose of insuring Owner's compliance with the Design Criteria and rules and regulations of the Association.

HIDEAWAY BEACH ASSOCIATION, INC.

By:_____

Its: OWNER (S):

Sign Name _____

Date

Sign Name _____

Date



APPLICATION FOR APPROVAL OF ARCHITECT

Firm Name: _____

Address: _____

Office Phone: _____ Cell Phone: _____

Email: _____

AIA Reg # _____ Number of years registered? _____

Have you ever designed a home built in Hideaway Beach?

____ yes ____ no

If yes, name of owner: _____

Are you currently working with a Hideaway Beach member?

____ yes ____ no

If yes, name of owner: _____

Are you familiar with the permit Hideaway Beach Association has with the South Florida Water Management District ERP **dated November 22, 2019** regarding the fill, drainage and storage of water on each Hideaway lot?

____ yes ____ no

It is important to be familiar with these requirements before design work begins, as a Florida-registered engineer must prepare a water drainage and storage plan that needs to be coordinated with the architectural drawings.

Hideaway Resident you are proposing to design for:

I have read the current Hideaway Beach Association **2023 ARC Design Criteria Manual, dated December 13, 2023** and agree to follow all the guidelines contained for designing homes at Hideaway Beach.

Signature: _____

Date: _____

Please attach certificates of insurances and a copy of State of Florida license.



ARCHITECT AGREEMENT

I/We hereby agree that the plans (or variation thereof) to build the below mentioned house will not be reused by a General Contractor on any lot in Hideaway Beach Association.

This house will not be advertised using the word “model” or “spec”.

Lot Owner Name: _____

Block/Lot: _____

Site Address: _____

Architect: _____

Firm: _____

Signature: _____

Date: _____



APPLICATION FOR APPROVAL LANDSCAPE ARCHITECT

Firm Name: _____

Address: _____

Phone: _____

AIA Reg # _____ Number of years registered? _____

Have you ever designed landscape for a home built in HBA? ____ yes ____ no.
If yes, name of owner: _____

Are you currently working with a Hideaway Beach member? ____ yes ____ no.
If yes, name of owner: _____

Are you knowledgeable of the permit Hideaway Beach Association has with the South Florida Water Management District ERP dated November 22, 2019 regarding the fill, drainage and storage of water on each Hideaway lot?
____ yes ____ no.

It is important to be familiar with these requirements before design work begins, as a Florida-registered engineer must prepare a water drainage and storage plan that needs to be coordinated with the landscape drawings.

Have you read and do you intend to follow the guidelines in the Hideaway Beach 2023 Design Criteria manual, dated December 13, 2023? ____ yes ____ no.

Hideaway Resident you are proposing to design for: _____

Please attach certificates of insurances and copy of State of Florida license.

Signature

Date



LANDSCAPE ARCHITECT AGREEMENT

I/We hereby agree that the landscape plan will adhere to the 40% native vegetation requirements outlined in the 2023 ARC Design Criteria Manual, dated December 13, 2023.

LANDSCAPE PLAN MUST BE APPROVED IN CONJUNCTION WITH DRAINAGE PLAN.

Lot Owner Name: _____

Block/Lot: _____

Site Address: _____

Landscape Architect: _____

Firm: _____

Signature: _____

Date: _____



APPLICATION FOR APPROVAL OF GENERAL CONTRACTOR

Firm Name: _____

Names of officers and/or owners of the firm:

Address: _____

Phone: _____ Fax: _____

Contractor License # _____ Number of years licensed in Florida? _____
Please attach copy of contractor's license and business license.

Have you ever built a home in Hideaway Beach? ____ yes ____ no.

If yes, name of owner: _____

Are you currently working with a Hideaway Beach member? ____ yes ____ no.

If yes, name of owner: _____

For the last three homes built, list the following:

Name of Owner	Property Address	Owner Telephone	Date of CO

Please list one bank and two major supplier references below:

Company Name	Address	Phone and Contact Name

Are you knowledgeable of the permit Hideaway Beach Association has with the South Florida Water Management District ERP dated **November 22, 2019** regarding the fill, drainage and storage of water on each Hideaway lot?

_____ yes _____ no.

It is important that you understand that a water drainage and storage plan prepared by a Florida registered engineer is necessary, and that a Florida registered architect must design and approve plans for submission.

Have you read and do you intend to follow the guidelines in the Hideaway Beach Design Criteria manual? _____ yes _____ no? ***The latest manual is dated December 13, 2023.***

Do you understand that during the course of construction that **any** revisions to the exterior elevations, hardscape, landscaping or drainage plans require approval by the ARC and must **before** the changes are made?

_____ yes _____ no.

Hideaway Resident you are proposing to design for:

Owner Name	Block Number	Lot Number	Street Address

Do you have the minimum requirements for insurance as outlined in the ARC Design Criteria Manual? ***Please attach certificates of insurances.***

I have read the current ARC Design Criteria Manual for Hideaway Beach Association, Inc. and will agree to follow all of the guidelines contained therein for building homes at Hideaway Beach.

Signature

Date



BUILDER AGREEMENT

I/We hereby agree that the plan (*or variation thereof*) to build the below mentioned house will not be reused by us on any lot in Hideaway Beach Association.

This house will not be advertised using the word “model” or “spec”.

Lot Owner Name: _____

Block/Lot: _____

Site Address: _____

General Contractor: _____

Signature: _____

Date: _____



BUILDER OF RECORD

Firm Name: _____

Address: _____

Office Phone: _____ Cell Phone: _____

Email: _____

Lot Owner Name: _____

Block/Lot: _____

Address: _____

Last home(s) built in Hideaway:

Owner's Name	Address	Block	Lot

Are you familiar with the permit Hideaway Beach Association has with the South Florida Water Management District ERP dated **November 22, 2019** regarding the fill, drainage and storage of water on each Hideaway lot? ☐ yes ☐ no

It is important that you understand that a water drainage and storage plan prepared by a Florida-registered engineer is necessary, and that a Florida-registered architect must design and approve plans for submission.

Do you understand that during the course of construction that **any** revisions to the exterior elevations, hardscape, landscaping or drainage plans require approval by the ARC and must be approved **before** the changes are made? ☐ yes ☐ no

(Please utilize the Change Order Form)

I have read the current Hideaway Beach Association **2023 Design Criteria Manual, dated December 13, 2023**, and agree to follow all the guidelines contained for building homes at Hideaway Beach.

Signature: _____

Title: _____

Date: _____

Please attach certificates of insurance naming Hideaway Beach Association, Inc. as an additional insured. In addition, please submit a copy of all applicable State of Florida licenses.



COLOR SELECTION INFORMATION SHEET

Name: _____

Block & Lot: _____

Site Address: _____

General Contractor: _____

Architect: _____

Engineer: _____

Exterior Colors (Manufacturer, Color Name and Number)

Submit a 12x12 sample on actual material, i.e., stucco, Hardiplank.

Main Wall: _____

Soffit: _____

Trim: _____

Door: _____

Windows: _____

Roof: _____

Driveway/Decks: _____

This Color Selection Information Sheet should be accompanied with actual samples of materials on a Sample board, this includes color revisions during the course of construction.



DESIGN CHANGE ORDER REQUEST

Per 2023 ARC Manual dated December 13, 2023, Page 38, item 10 d):

If after “Final Approval” the owner wishes to make a change to the “Approved Design” of the home. The owner must complete and submit a Design Change Order Request for approval by the ARC. For each requested change, \$200 shall be deducted from the Owner Compliance Bond. For plan changes requiring consultation with outside engineering or other services, for example drainage plan changes, \$1,000 shall be deducted from the Owner Compliance Bond.

Lot Owner Name: _____

Block/Lot: _____

Site Address: _____

Design Change: _____

Date Requested: _____

Signature: _____

Date Approved: _____



EXIT FORM

Lot Owner Name: _____

Block/Lot: _____

Site Address: _____

SUBMISSION DATE:

_____ One copy of City C/O, within 7 days of receipt

_____ One Signed and Sealed Final Survey

_____ One Signed and Sealed Elevation Certificate

_____ Engineer Signed Stormwater Certification of Completion

_____ Homeowner Signature Page for Stormwater Maintenance

ARC USE ONLY BELOW LINE:

Drainage Inspection Date: _____

Landscape Inspection Date: _____

ARC Administrator Inspection Date: _____

Contingencies? _____

Date HBA C/O Approved: _____

Date Compliance Bond Refund Requested: _____

HOMEOWNER'S ENGINEER CERTIFICATION SAMPLE LETTER

Date: _____

Hideaway Beach Association
Architectural Review Committee
250 South Beach Drive
Marco Island, FL 34145

SUBJECT: CERTIFICATION OF COMPLETION FOR STORMWATER SYSTEM

PROPERTY: _____

Dear ARC Board Members,

Please accept this letter as representation that in our professional judgment and to the best of our knowledge and belief, and based our engineer's observation and inspections of the above referenced site, the storm water management system serving the above referenced property has been constructed in substantial conformance with the plans approved by Hideaway Beach Association with the following minor deviations:

We trust the information provided is sufficient for you to complete your review. Should you have any questions or concerns please feel free to contact our office.



Place Name Here, PE

Florida Professional Engineer License Number: 12345



SINGLE-FAMILY STORMWATER MANAGEMENT SYSTEM SIGNATURE PAGE

Select Type:



Dry Retention



Gravel Bed



Underground Storage Chamber



Pervious Pavers

We _____ and _____

as owners of _____ (house address)
have read all of the above. We acknowledge the requirements explained within
and agree to maintain our stormwater management system based on the
suggested schedules including after each storm event, semi-annually, and
annually per sections 2.2, 3.2, 4.2, 5.2 AND submit a report to the ARC ONCE
EVERY TWO YEARS, outlining the maintenance actions that have been taken.

Please note: If required actions are NOT taken by the homeowner, Hideaway
has the right to enter the premises, perform scheduled maintenance, and charge
the homeowner.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____



REMODEL/RE-LANDSCAPE CHECKLIST

Per HBA Design Criteria Manual, Dated December 13, 2023, (Page 22-24)

For remodeling and re-landscaping, submit for ARC approval, all appropriate forms for specifications, scope, costs, samples of colors, materials, and estimated time for completion of the project.

(Note: Please be aware if a dumpster is located on the property, it must be tarped at end of each day)

Name: _____

Block/Lot: _____

Site Address: _____

Scope of Work: _____

Cost: _____

Estimated Start Date: _____

Estimated Completion Date: _____

If Applicable:

General Contractor: _____

Architect: _____

Engineer: _____

Site Plan: _____

Exterior Colors: _____

(Manufacturer, Color Name and Number) The Color Selection Information Sheet should be submitted, along with 12" x 12" samples of materials on a sample board.

Signature: _____ Date: _____