

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 2022 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 2022 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 31 for amount
<input type="checkbox"/>	Four corners of lot staked by surveyor*
<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 2022 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

Digital copy of plans at each submission

* hideawaybeachclub.org - resources - association documents - ARC forms