

**ABACOA POA COMMUNITY ARCHITECT
CHECKLIST FOR PLAN SUBMITTALS**

FEES DUE: \$ _____ **PD DATE** _____ **CK#** _____

Name of Applicant: _____

Address: _____

Off. Phone: _____ **Cell Phone:** _____ **Fax:** _____

Email address: _____

Name of Firm Submitting: _____

Name of Contact Person: _____

Address: _____

Off. Phone: _____ **Cell Phone:** _____ **Fax:** _____

Email address: _____

Project Name: _____

Abacoa Parcel Designation: _____

REVIEW THIS INFORMATION CAREFULLY. INCOMPLETE SUBMITTALS WILL NOT BE REVIEWED.

Copies of **all submittal packages to the Town of Jupiter** are to be submitted for review to this office for approval **before** being submitted to the Town. Approval by the Abacoa POA Community Architect does not automatically warrant approval by the Town of Jupiter. Review the lists below and submit additional items:

1 ARCHITECTURAL REVIEW

The purpose of these guidelines is to beneficially secure and enrich the visual character of Abacoa. The intention is to ensure maximum opportunities for individual creativity of design expressions, while at the same time maintaining a consistent thematic harmony throughout Abacoa as it becomes developed. These guidelines will be modified from time to time to accommodate and respond to changes in technological, economic, environmental, legal and social conditions that emerge and which may beneficially or adversely affect the development, marketing or community operations, or which in other ways impede the achievements of the missions and goals of Abacoa.

The Abacoa Community Architect is a committee of not less than two (2) persons who meet periodically, as needed to monitor the architectural, landscaping, and maintenance activities within the Abacoa Community.

Prior to receiving FINAL APPROVAL from the Abacoa Community Architect, all applicants must submit a copy of the final approval by any and all applicable Neighborhood Architectural or District Architectural committees.

TO ASSURE A SMOOTH APPROVAL PROCESS, WE ENCOURAGE YOU TO CALL OUR OFFICE AT 561-624-7788 AND SPEAK TO THE COMMUNITY ASSOCIATION MANAGER OF THE ASSEMBLY TO SCHEDULE A PRE-PLANNING MEETING TO REVIEW THE DESIGN CONCEPTS OF YOUR PROJECT IN THE VERY PRELIMINARY STAGES. COMPLETE SUBMITTALS (ALL COPIES, FORMS, & FEES) MUST BE RECEIVED NO LESS THAN ONE (1) WEEK PRIOR TO CAC MEETING.

1.1 NEW DEVELOPMENTS - REQUIRED SUBMISSIONS

THE FOLLOWING ARE TO BE SUBMITTED BEFORE DATE SUBMITTED TO TOWN OF JUPITER:

A. CONCEPTUAL:

ONE FULL SIZE SET AND THREE (3) 11 x 17 SETS + ELECTRONIC VERSION OF THE FOLLOWING PLANS, DRAWN TO SCALE, PREPARED BY A FLORIDA REGISTERED ENGINEER, PLANNER, LANDSCAPE ARCHITECT OR ARCHITECT FOR SITE PLANS, A FLORIDA REGISTERED ARCHITECT FOR ARCHITECTURAL PLANS TO SHOW THE BUILDING ELEVATIONS, FLOOR PLAN AND CONCEPTUAL SITE PLAN, LOCATION MAP AND ANY OTHER DATA APPLICABLE TO THE EXTERIOR APPEARANCE WHICH IS AVAILABLE AT THAT TIME.

- 1) Site plan to include location map.
- 2) Elevations, floor plans of proposed buildings (Design Schematic).
- 3) Conceptual presentations or drafts of the items listed under "Final" below may be presented at this stage for a cursory review.
- 4) Check for fees as outlined in Section 1.4.
- 5) Conceptual drainage plan and signed and sealed, including stage storage calculations. (AECOM)
- 6) It is recommended that a representative of the developer or the consultant attend the meeting to give a brief narrative of the project.

B. PRELIMINARY:

ONE FULL SIZE SET AND THREE (3) 11 x 17 SETS + ELECTRONIC VERSION OF THE FOLLOWING PLANS SIGNED AND SEALED AS APPROPRIATE THE PROFESSIONAL AS NOTED ABOVE, PLUS LANDSCAPE PLANS SIGNED AND SEALED BY A FLORIDA REGISTERED LANDSCAPE ARCHITECT.

- 1) Final Site Plan to include location map.
- 2) Architectural plans for each model: (elevations, floor, roof, and mechanical, location of a/c and appropriate screening of same)
- 3) Signed and sealed drainage statement and engineer's acknowledgment that a stage storage allocation has been received from AECOM USA, Inc. and the site will meet or exceed this allocation.

- 4) Landscape Plans for:
 - A) Overall community to include mailbox locations, recreational amenities and all common areas.
 - B) Individual Lots (each model).
- 5) Site and street lighting plans and fixture details.
- 6) Entry Feature and perimeter landscaping, walls, signage, etc.
- 7) Community pool, community social building, or constructions in open areas, piazzas, etc., if any.
- 8) Style of mailbox, or mailbox structure, if applicable. Plan showing location of centralized boxes may be incorporated into landscape plans.
- 9) Paint/roof/specialty paving color and material samples, plus any other information needed to fully understand this project, at the sole discretion of the Community Architect.
- 10) Builders Options for models: Standard screen enclosure(s), Standard Fence(s), Standard Pool(s), Other Standard Accessory Item(s): plans, color, material samples as for above.
- 11) One draft copy of the association documents to include declaration, by-laws and articles of incorporation.
- 12) Check for fees as outlined in Section 1.4.
- 13) It is recommended that a representative attend meeting and give a brief narrative of project and/or any changes that have occurred since conceptual review.
- 14) As plans are revised in response to others' comments, submit revisions with a letter explaining change.

C. FINAL:

TWO (2) FULL SIZE SETS AND THREE (3) 11 x 17 SETS + ELECTRONIC VERSION OF THE FOLLOWING PLANS SIGNED AND SEALED AS APPROPRIATE BY THE PROFESSIONAL AS NOTED ABOVE.

- 1) After final approval from all agencies having jurisdiction, submit any plans revised during these reviews.
- 2) Approvals by the Abacoa POA Community Architect are good for twelve (12) months. If project construction has not begun within 12 months, the applications will need to be resubmitted as per section 1.1.

- 3) Final plat, ready for recording except for signatures. (This may be submitted later than the final site plan.)
- 4) Civil Engineering Plans to include drainage, stage storage calculations and a copy of the SFWMD modification to the surface water management permit.
- 5) Final Association Documents: 1 copy to Committee, 1 copy to attorney.

1.2 MODIFICATIONS TO EXISTING DEVELOPMENTS AND/OR STRUCTURES – REQUIRED SUBMISSIONS:

- 1) Written approval from applicable neighborhood/district association.
- 2) Plans, including a copy of the lot survey with the existing buildings shown by survey tie.
 - A. The Community Architect, in its sole discretion, may require plans signed and sealed by a Florida registered architect (for buildings), landscape architect for landscape changes or Florida registered engineer for structural or site modifications. Site plan modifications may be prepared by a registered landscape architect.
 - B. Plans are to clearly differentiate existing and proposed construction.
 - C. Photographs of the building or site, as it exists, showing the area affected by the proposed change(s).
- 3) Check for fees as outlined in Section 1.4.

1.3 GENERAL GUIDELINES

- 1) Screen enclosures may have an individual style however the frame color is to be neutral: white, beige, bronze or other neutral color approved by the neighborhood/district association.
- 2) Window film with a mirror finish or purple look will not be allowed. The effect as viewed from outside must be neutral.
- 3) Playground or recreational equipment in a yard area adjacent to a through street or golf course may require landscaping to filter the view at the discretion of the neighborhood/district association.
- 4) The use of Brazilian pepper (Florida Holly), Australian pine, melaleuca or any invasive or undesirable exotic species is prohibited. The use of Ficus in any form is subject to approval by the Town of Jupiter.
- 5) Paint color change will be at the discretion of the neighborhood/district association
- 6) No signs visible from any through street, golf course, park or greenway are allowed except approved project identification, directional signage or other approved signage.
- 7) All exterior changes (modifications), including those to common property require the approval of the Community Architect except those covered by a Notice of Acceptability issued by the Community Architect. (Abacoa Declaration of Covenants, Conditions and Restrictions, Article III, 3.2.)

- 8) All exterior changes require approval of the neighborhood or district association and will be required to comply with the documents for that association.
- 9) Particular emphasis will be placed on the external aspects of the project and its interface with the overall area.
- 10) All restrictions enacted by a neighborhood/district association require the approval of the Community Architect before implementation. Please submit proposed text together with documentation of board approval and a check for \$125* review fee.

1.4 FEE SCHEDULE

NEW DEVELOPMENTS/MAJOR MODIFICATIONS - Residential or Commercial - \$2,000*

SINGLE FAMILY CUSTOM HOME - \$1,000*

MODERATE MODIFICATIONS OR ADDITIONS** - \$500*

MINOR OR ADDITIONS** - \$250*

Exterior Color Change *(if colors selected are not from the originally approved color palate)*

Re-Roofing *(change from previously approved material and/or color palate)*

Commercial Signage

* If consultant costs exceed the initial fee paid, additional fees will be required.

**The determination of major vs. minor or fees for multiple changes is at the sole discretion of the Community Architect.