



## *Design & Development Process*

The Laguna Harbor Architectural Control Committee (ACC) has established the following process outline as information to assist the Owners, Architects and Builders in obtaining design and construction approvals, while maintaining a level of design consistency and compatibility. By issuing approvals throughout this process, the ACC (or its members) assumes no liability for performance of work by others, structural integrity, or compliance with authorities having jurisdiction over the project. The ACC will generally meet 2 times per month, or as appropriate on an appointment basis.

### **STEP 1: REVIEW DOCUMENTS**

- o Design Regulations
- o Declaration of Covenants and Restrictions
- o Design & Development Process (this document)
- o List of Approved Architects and Builders

### **STEP 2: SCHEMATIC REVIEW**

- o Submit "Schematic Review Form" and fee of \$ 300
- o Schematic drawings as follows:
  - a. Site Plan (1/8" = 1'-0") indicating property lines and dimensions, building footprint with roof overhangs, stoops and decks shown as dashed lines; drives with intended parking, walks, paths, fencing and ancillary site amenities including any mechanical equipment.
  - b. Floor Plans - (1/4" or 1/8" = 1'-0") indicating labeled rooms, total area square footage of conditioned spaces and exterior decks (covered & uncovered).
  - c. Exterior Elevations - (1/4" or 1/8" = 1'-0") indicating : all windows, doors, exterior treatments, principal materials, finish floor elevations, overall bldg. height and roof pitch(es).

### **STEP 3: FINAL REVIEW**

- o Submit approved "Schematic Review Form" and associated documents.
- o Submit "Final Review Form" and fee of \$400.
- o Copies of required documents of authorities having jurisdiction over the project.
- o Construction documents of the same drawings required at Schematic Review plus: appropriate sections and details of exterior architectural elements, all exterior lighting, and structural / foundation drawings.

- o Product literature, samples or other representation of building materials.
- o Landscape plan indicating lawns, hardscape, plant materials / bedding, irrigation, drainage and lighting.

#### **STEP 4: CONSTRUCTION**

- o Submit fully executed "Construction Application Form"
- o Copy of executed Galveston County building permit and any other required approvals of authorities having jurisdiction over the project.
- o The ACC reserves the right to inspect the construction at all stages for compliance of approved documents. Construction found to be non-compliant may be suspended and/or stopped.
- o Any alterations from the approved Final Review shall be submitted with an executed "Variance Form" with fee of \$300. and appropriate supporting documentation or drawings.

#### **STEP 5: FINAL INSPECTION**

- o Submit executed "Final Inspection Form" and fee of \$300.
- o ACC field inspection and issuance of approval and occupancy.



## *Schematic Review Form*

Property Owner:

Date:

Lot. No. & Street:

Architect:

Firm:

Address:

Telephone / Fax:

Four (4) sets of schematic drawings in compliance with Schematic Review:

- Site Plan
- Floor Plans
- Exterior Elevations

Submitted By:

Signature: \_\_\_\_\_

SCHEMATIC REVIEW Fee ( ) \$300.



## *Final Review Form*

Property Owner:

Lot. No. & Street:

Architect:

Firm:

Address:

Phone / Fax:

Landscape Architect/Contractor:

Address:

Phone / Fax:

Builder:

Firm:

Address:

Phone / Fax:

FINAL REVIEW for:

New Construction

Exterior Addition / Alteration

Area of Conditioned Space \_\_\_\_\_ S.F.

Area of Exterior Decks \_\_\_\_\_ S.F.

Four (4) sets of construction documents in compliance with Final Review:

- Site Plan
- Floor Plans
- Exterior Elevations
- Structural / Foundation
- Sections / Details
- Landscape Plan

FINAL REVIEW Fee ( ) \$ 400.00

Exterior Materials and Colors:

Item	Color	Material / Notes
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Siding

Fascia

Trim / Arch. Elements

Front Door

Exterior Doors

Garage Doors

Windows

Chimneys

Gutters / Downspouts

Drive

Walks / Paths

Fences

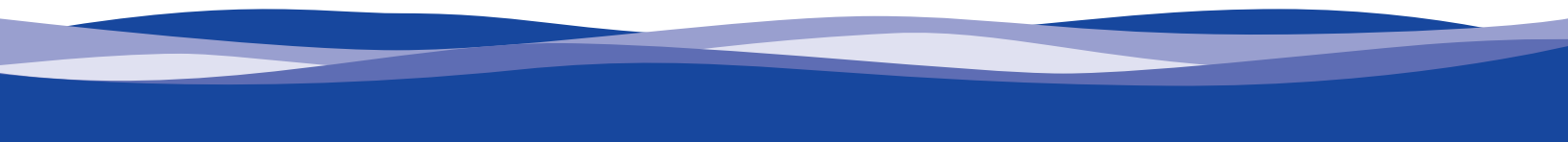
Other

Remarks:

I certify that the preceding information is true and correct to the best of my knowledge. I have read the Design Regulations, the Declaration of Covenants and Restrictions and agree to be responsible for the construction abiding therewith.

Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_





## Construction Application Form

Property Owner:

Lot. No. & Street:

Builder:

Contact Person:  
Address:  
Phone / Fax:

Signature: \_\_\_\_\_

Landscape Contractor:

Signature: \_\_\_\_\_

Address:  
Phone / Fax:

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### RULES OF CONSTRUCTION:

All construction will be performed in exact accordance with the Design & Development Review package approved by the ACC of Laguna Harbor, with the exception of interior modifications.

No project shall go without work being performed or be idle for a period exceeding 2 weeks.

Job site must be kept clean and free of debris and trash daily. Builder is responsible for retaining waste materials in enclosed containers.

Materials must be contained within the lot in which construction occurs.

No signage other than that approved by the ACC is allowed on site.

Loud music is not allowed.

\*\*By my signature above, I understand and accept the rules stated herein without exception and will enforce them with all subcontractors. Any costs incurred by the ACC in enforcing these rules will be reimbursed by the company I represent and / or own.



## Variance Form

Property Owner:

Date:

Lot. No. & Street:

Architect:  
Firm:

Signature: \_\_\_\_\_

Description of Change or Alteration - (attach supplemental drawings, etc. as necessary):

Reason for Change or Alteration :

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VARIANCE Fee ( ) \$300

This portion to be completed by the Laguna Harbor ACC:

APPROVED WITH NO EXCEPTION - Date:

By: \_\_\_\_\_

APPROVED WITH EXCEPTION(S) - Date:  
Notes:

By: \_\_\_\_\_

DENIED

- Date:

By: \_\_\_\_\_