

**OAK HARBOR ARCHITECTURAL REVIEW COMMITTEE CHECKLIST
COMMERCIAL**

The following items must be submitted to the Oak Harbor Architectural Review Committee prior to construction of your project:

- ___(a) One complete set of working plans (full size plans).
- ___(b) One complete set of specifications.
- ___(c) Building(s) floor plans.
- ___(d) Complete building(s) elevations showing all roof pitches.
- ___(e) Site plan drawn to scale indicating gross and useable lot line dimensions and setbacks. Also include a copy of recent survey from registered surveyor. Location of building(s), other structures, drives, walks, etc. must be dimensioned to lot lines.
- ___(f) Grading plans (sloping should be a maximum of 4:1). Must also indicate finish floor elevation of all buildings, ground around the building(s) and curb at street.
- ___(g) Drainage plans.
- ___(h) Foundation plan.
- ___(i) Complete landscaping plan per the Covenants, Conditions and Restrictions.
- ___(j) Complete parking lot plans.
- ___(k) Any signs to be placed, constructed or otherwise located on or above the Property or any portion thereof.
- ___(l) All refuse or waste collection areas.
- ___(m) Any fences or walls to be placed or constructed upon the Property.
- ___(n) Exterior lighting plans (freestanding and those on the improvements).
No wall pack lighting is allowed.
- ___(o) Samples of roofing material.
- ___(p) Samples of exterior colors.
- ___(q) Completed application (copy attached).
- ___(r) Check made payable to Oak Harbor Property Owners Association in the amount of \$4,000.00 (\$1,000.00 application fee which is non-refundable; \$3,000.00 damage deposit fee which is refunded upon completion of the project in accordance with Covenants, Conditions and Restrictions, including landscaping, with no damage to any of the common areas).
Please note that requests for refunds must be made within 1 year after project completion otherwise deposit is forfeited.

**OAK HARBOR
ARCHITECTURAL REVIEW COMMITTEE
Application for Approval - COMMERCIAL**

Date _____

Owner's Name _____
Address _____ _____
Parcel No. _____
Lot No. _____
Home Phone No. _____
Business Phone No. _____

CHECK ONE

- PRELIMINARY SUBMITTAL FINAL SUBMITTAL CHANGES/ADDITIONS

ITEMS SUBMITTED FOR APPROVAL

- NEW BUILDING MODIFICATION OR ALTERATION
 SITE WORK or GRADING
 LANDSCAPING SIGNAGE OTHER

Architect/Engineer Name: _____

Address _____

Telephone No. _____

AREA CALCULATIONS

Intended Use: _____

Lot Size: _____

Square Footage: _____

Acreage: _____

BUILDING

Use _____ Zoning _____

Number of Stories _____ Height (top of parapet or roof) _____

Building Size: _____ X _____ Gross Square Footage (G.S.F.): _____

Finished Floor (F.F.) Slab Elevation: _____ Front Setback: _____

Required Parking vs. Provided Parking: _____

Type of Construction (masonry, wood frame, etc.) _____

Building Exterior: _____

SIGNAGE (Must be accompanied with elevation and location drawing)

Main Building Sign

Type of Construction: _____ Square Footage _____

Method of Illumination _____ Letter Height _____

Accessory Sign No. _____

Directional Sign No. _____

Detached Sign No. _____ Height: _____ Size: _____

Rate & Price Sign (service station ONLY!!!) Size: _____

LANDSCAPING

- Front Yard Landscape Buffer per CC&R's
- Loading Dock and Dumpster Screening per CC&R's
- Vehicular Use Area (parking lot) Screening per CC&R's
- Rear Yard Landscape Buffer per CC&R's
- Side Yard Landscape Strip per CC&R's

Total Square Footage of all Landscaped Areas: _____

Total Square Footage of Vehicular Use Area (including Parking & Service Area:

Percentage (%) of Lot Landscaped less Building Area _____

Two complete sets of working plans which includes plot plans, building floor plans, complete building elevations, grading and improvement plans and specifications must be filed with this application. Samples of roofing material and exterior color samples must be submitted and approved before use. Additionally, landscape plans (including hard-scape and soft-scape) must be included with this submittal.

Signature of Owner(s) _____ Date _____

_____ Date _____

Signature of Owner(s) Agent _____ Date _____

ARCHITECTURAL REVIEW

Lot # _____

Date _____

COMMITTEE ACTION

FEES:

\$1,000.00 APPLICATION FEE PAID

\$3,000.00 DAMAGE DEPOSIT PAID

SIGNATURES - ARC COMMITTEE

