

Application for Approval of **OTHER THAN** New Home Construction  
within the Centerville Conservation Community  
Architectural Control Committee

Lot Number: \_\_\_\_\_ Block: \_\_\_\_\_

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

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**PROJECT** *(please check all that are applicable):*

- |   |   |
|---|---|
| <input type="checkbox"/> Detached Structure | <input type="checkbox"/> House Addition |
| <input type="checkbox"/> Fence              | <input type="checkbox"/> Pool           |
| <input type="checkbox"/> Deck               | <input type="checkbox"/> Landscaping    |
| <input type="checkbox"/> Tree Removal       | <input type="checkbox"/> Screened Porch |
| <input type="checkbox"/> Other: _____       |   |

Please provide a brief description of the proposed project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

**BUILDER INFORMATION**

Licensee Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

License Number: \_\_\_\_\_ Licensee Status: \_\_\_\_\_

License Date: \_\_\_\_\_ Expires On: \_\_\_\_\_

## IMPROVEMENTS OTHER THAN NEW HOME CONSTRUCTION

Please submit this completed form along with plans detailing all proposed improvements/alterations. The plans should be to scale and show the location of the proposed improvements/alterations in relation to the existing home, all other improvements on the lot, building setbacks, and property lines. Details on the plans are required to include, as appropriate, the height, color, building styles/materials, plant species, landscape materials, irrigation plans, and any changes in grading/elevation. Photos, drawings, proposals and brochures of the proposed project may also be submitted.

Any requests for tree removal must (i) be in compliance with Article XI of the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Centerville, and (ii) include the species, size and location of the replacement tree(s) that will be planted to replace the removed tree(s). The ACC shall have the right to hire an outside consultant to inspect the designated trees and opine on their health and the undersigned shall be responsible for reimbursing the ACC or the Board for reasonable costs or expenses incurred.

### REVIEW FEES AND COMPLIANCE DEPOSITS:

Review Fees and Compliance Deposits will be required for all improvement projects other than new home construction on the following basis:

- a. Addition to Existing Structure or New Structure (with or without a pool) shall require an \$800.00 Review Fee and a \$2,500.00 Compliance Deposit.
- b. Addition of Pool/Deck/Patio or similar modification shall require a \$500.00 Review Fee and a \$2,500.00 Compliance Deposit, unless the Review Fee or the Compliance Deposit are waived by the ACC.
- c. Landscaping/Firepit/Fencing or similar modification shall require a \$300.00 Review Fee and a \$0.00 Compliance Deposit, unless the Review Fee is waived by the ACC.

*All Review Fees and Compliance Deposits shall be required to be paid upon submission of this Application.*

Required Submissions Attached (*initial all blanks signifying completion*):

Applicable Design Review Fee (see above) **made payable to Centerville Community Owners Assoc.**

Applicable Architectural Guideline Compliance Deposit (see above) **made payable to Centerville Community Owners Assoc.**



## **APPLICATION PROCESS**

The application review process is designed to assist the applicant in developing housing design concepts that fall within the guidelines of Centerville's Pattern Book & Design Guidelines with Addendum, and Amended and Restated Declaration of Covenants Conditions and Restrictions (the "Covenants"). The process includes Pre-Construction, Preliminary Design, and Final Design meetings. However, at any point applicant may opt to skip a stage of the review process in order to expedite the review, provided all items required for the skipped stage and successive stage are in place and available for review and comment and that the DodStone Group agrees the stage may be skipped. This is not recommended as applicant's best interest may be served by taking advantage of the entire review process. Applicants are encouraged to have their builder and or architect present at all meetings.

### **Guidelines Compliance Deposit**

At the time of submission of this completed application and the preliminary plans, the sum of \$8,000.00 shall be required to be deposited with the Centerville Community Owners Association to assure completion of construction of the improvements as depicted in the approved plans. In the event that the improvements are not completed as depicted in the approved plans, the ACC may require that the improvements be corrected or may impose fines against the Property Owner or its builder as provided in the Covenants.

### **Design Review Fee**

As a means of defraying the expense of the review process, the ACC shall require a fee to accompany the submission of the preliminary plans and specifications, in the amount of \$1 , 700.00. No member of the ACC shall receive any compensation for services performed for design review. In addition, if special architectural or other professional review is required of any particular improvement, the applicant shall also be responsible for reimbursing the ACC for the cost of such review. Notwithstanding, the cost of architectural and professional review of the plans and specifications of the initial improvements to the Lot, including construction of the residence, shall be paid by Owner in conjunction with the submission of the plans and specifications.

### **Plan Review and Approval Process**

#### **1. Preliminary Plan Review Meeting**

The applicant should contact DodStone to request a Preliminary Plan Review Meeting. DodStone will then coordinate a meeting with applicant for a mutually acceptable time and date. All meetings between DodStone and applicant shall take place at the DodStone office located at 3011-1 Powell Road, Tallahassee, Florida 32308.

Purpose of this meeting is to give the applicant and architect guidance as to the conformance with the design guidelines for Centerville. Applicant shall submit all documents listed below to DodStone at least five days prior to the scheduled meeting.

Elevations (1/4" scale) for all sides of the proposed improvements showing:

- all exterior openings
- exterior finishes and materials
- finished floor elevations, ceiling heights, exterior grade, eaves, roof ridges and pitch, (all dimensioned)

Floor Plan (1/4" scale) floor showing:

- all rooms, porches, landings, stairs, windows, doors with swing, overhangs of floors and roofs shown in dash lines

Typical wall section (3/4" scale) showing:

- floor and ceiling heights, foundation, floor, wall and roof, window head and sill heights, porch foundation, wall, pier screening, deck and framing, ceiling trim, columns, railings, eaves and roof (porches included), roof pitches, interior and exterior finishes

Site plan and grading plans (1/16" or 1" to 30' scale) showing:

- north arrow
- dimensioned property lines and dimensioned footprint of home
- all easements, setbacks, utilities, curb inlets, driveways, sidewalks, streetlights, buildings, structures, pools, fences, erosion control, drainage improvements, roof overhang (dash lines)
- Existing one-foot contours, proposed changes to grades

Preliminary tree survey showing:

- all trees with 6" or greater caliper including trees that encroach
- tree protection and removal plan

Preliminary landscape plan (minimum 1/8" scale) showing:

- landscaped areas, including species prescribed by the Centerville Pattern Book (*see 5.5 Plant Materials*)
- hardscape areas
- fences and if decided, examples of style
- all elements prescribed by the Centerville Pattern Book (*see Section 5, Landscape Guidelines*)

If available, applicant should also bring any other materials that depict the intent of design such as pictures or magazine clippings.

In the event the information submitted to DodStone is, in its opinion, incomplete or insufficient in any manner, DodStone may request and require the submission of additional or supplemental information. The applicant must comply with the request within 30 days.

## 2. Final Design Review Meeting

The applicant shall contact DodStone to request a Final Design Review Meeting. DodStone shall coordinate a meeting with applicant at a mutually acceptable time and date.

The purpose of this meeting is for DodStone to communicate to the applicant its assessment of the final plan's compliance with Centerville's design guidelines. At least ten (10) days prior to this meeting, the applicant shall submit final construction documents (enumerated below) to DodStone for review and comment. In the event the information submitted to DodStone is, in its opinion, incomplete or insufficient in any manner, DodStone may request and require the submission of additional or supplemental information. The applicant must comply with the request within 30 days. At this meeting the applicant will be advised of DodStone's opinion that the submittal either complies or does not comply with Centerville's design guidelines. Time will be allotted for explanation and discussion. Within 3 business days following this meeting, DodStone shall inform the ACC of its recommendation in writing with a copy to the applicant, along with details regarding any matters of noncompliance.

### **REQUIRED SUBMITTALS:**

Site plan and grading plans (1/16" or 1" to 30' scale) showing:

- north arrow
- accurate lot lines with dimensions, meets, and bounds
- all buildings, structures, fences, setbacks, easements, rights-of-way contiguous to the lot, fire hydrants, streetlights, culverts
- topography, proposed erosion control devices, drainage improvements, roof overhang (dash lines), existing one-foot contours, proposed changes to grades
- tree survey showing all trees with 6" or greater caliper including trees that encroach
- tree protection and removal plan
- building footprint with overall dimensions and distance between proposed structures and property lines
- driveways, walks, landscape areas, hardscape areas, pools
- fences with dimensions, materials and design
- water, sewer and electrical services

- location of all exterior equipment including, but not limited to, electrical meter, air conditioning condenser, propane tank, pool equipment, trash and recycle containers

Floor Plan (1/4" scale) floor showing:

- all rooms, porches, landings and stairs and all structures
- all windows and exterior doors (with swing) sized
- roof plan
- overhangs of floors and roofs shown in dash lines

Elevations (1/4" scale) for all sides of the proposed improvements showing:

- all exterior openings
- exterior finish materials identified and rendered
- all finished floor elevations, ceiling heights, eave and roof ridges dimensioned in relation to the exterior finished grade
- roof pitches

Typical wall section (3/4" scale) showing:

- floor and ceiling heights
- foundation, wall, porch and roof structure
- window head and sill heights
- eave and roof detailed and dimensioned in relation to finished exterior grade
- roof pitches
- material designations — labeled and dimensioned

Typical porch section (3/4" scale and fully dimensioned and noted) showing:

- each type of porch
- adjacent walls

Exterior details (1-1/2" scale fully dimensioned sections and elevations noted) showing\*:

- eave and cornice detail
- chimney details
- column details
- porch and railing details
- window head, sill and jamb details
- door and door frame details
- Major architectural elements, i.e. entry surrounds, balconies, bays, dormers, foundation vents, porch and pier screening, etc.
- Exterior siding details (corner boards, foundation jointing, brick bonds, etc.)
- material designations — labeled and dimensioned
- Product and material samples for all exterior elements (full color)

\*In DodStone's sole discretion, pictures of such details as listed above may be accepted as details

Landscape plan (1/16" or 1 to 30 scale) showing:

- all elements required by Centerville pattern book
- plant schedule indexed to plan showing location, quantity, species, and planting size of material
- north arrow
- all trees with 6" or greater caliper and protection zone including trees that encroach
- accurate lot lines with dimensions, meets and bounds
- all buildings, structures, fences, setbacks, sidewalks, easements, rights-of-way contiguous to the lot to edge of pavement or pedestrian path
- locations, dimensions, materials, paving patterns, colors and textures of all landscape elements including driveways, and walks, location of fences and walls with type and design, pools with materials and dimensions indicated
- fences, gates and any built hardscape features including dimensions, materials, and details at a scale of 3/4" = 1'
- sheet flow, both existing and as modified by landscape plan showing drainage systems and erosion control
- location of all exterior equipment including, but not limited to, electrical meter, air conditioning condenser, propane tank, pool equipment, trash and recycle containers including type of screening for each
- location of Septic tank and drain field

### **ADDITIONAL SUBMISSIONS**

*DodStone or the ACC also may require submission of the following:*

- A. Samples of building materials and proposed colors.
- B. If requested, such site plans, plans and specifications for the proposed improvement, prepared and stamped by a registered Florida Architect or approved residential designer.
- C. Landscaping and irrigation plans, prepared by a registered landscape architect or approved landscape designer showing all existing trees and major vegetation stands and a surface water drainage plan showing existing and proposed design grades, contours relating to the pre-determined ground floor finish elevation.
- D. Pool plans and specifications, if applicable.
- E. A proposed time schedule for completion, all as reasonably specified by the ACC.
- F. Copy of Septic Tank Permits.

3. ACC Response to Application:



No later than thirty (30) days after receipt of all information required by the ACC for final review, the ACC shall approve or deny the application in writing. The ACC shall have the right to refuse to approve any plans and specifications which are not suitable or desirable, in its sole discretion, for aesthetic or any other reasons or to impose qualifications and conditions thereon. In approving or disapproving such plans and specifications, the ACC shall consider the suitability and aesthetics of the proposed improvements, the materials of which the improvements are to be built, the site upon which the improvements are proposed to be erected, harmony with the surrounding area, and the effect on adjacent or neighboring property. In the event the ACC fails to respond within thirty (30) days, the plans and specifications shall be deemed approved by the ACC.

Construction of all improvements shall be completed within the time period set forth in the application and approved by the ACC.

## **RESUBMISSION**

- A. In the event that the ACC disapproves any plans and specifications, the applicant may request a rehearing by the ACC to re-review the disapproved plans and specifications and to suggest modifications necessary to make the proposed plans compliant with the intention of the Centerville Pattern Book & Design Guidelines with Addendum. The meeting shall take place no later than thirty (30) days after written request for such meeting is received by the ACC, unless applicant waives this time requirement in writing. The ACC shall make a final written decision no later than thirty (30) days after such meeting.
- B. Upon continued disapproval, and unless the members of the Board and ACC are the same, the applicant may appeal the decision of the ACC to the Board within thirty (30) days of the ACC's written review and disapproval. Review by the Board shall take place no later than thirty (30) days subsequent to the receipt by the Board of the applicant's request. Plans that are deemed inappropriate shall be withdrawn from further consideration by the Board. The decision of the ACC, or if appealed, the Board, is final and binding upon the applicant, its heirs, legal representatives, successors, and assigns.

## CONSTRUCTION

### Construction Activities after ACC Approval

- A. No home or other material structure shall be constructed on any Lot except by a contractor licensed in the State of Florida.
- B. Each applicant shall deliver to Centerville Community Owners Association copies of all construction, building and septic tank permits as and when received by the applicant.
- C. Inspections: There shall be a minimum of two site inspections by DodStone during the construction process. The first inspection shall occur prior to the pouring of footers or slab and the second inspection shall take place prior to occupancy, but no later than ten (10) days after receipt of certificate of occupancy. Either Owner or Builder shall request and schedule the inspections with DodStone, but the ultimate responsibility for obtaining the required inspections rests with the Owner. Failure to schedule inspections may result in any or all of the following:
- fines to the Owner or Builder;
  - correction of any work that is not in compliance with the approved plans; and
  - the Builder not being permitted to perform future construction activities in Centerville.
- D. Construction Hours:
- Monday through Friday: 8:00 a.m. - 6:00 p.m.
  - Saturday: 9:00 a.m. - 6:00 p.m.
  - Sunday: NO CONSTRUCTION PERMITTED

The Builder, and all subcontractors and construction material suppliers, shall enter and exit Centerville through the construction entrance gate located adjacent to the Centerville Road entrance to the community.

#### Contact Information:

Total Professional Association Management c/o Centerville Community Owners' Assoc.  
P.O. Box 12412 O: (850) 583-1173  
Tallahassee, FL 32317 F: (850) 344-9447  
[customerservice@tpam.biz](mailto:customerservice@tpam.biz)

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