



Celebration Residential Owners Association, Inc.  
 Celebration Non-Residential Owners Association, Inc.  
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## REQUEST FOR APPROVAL (STRUCTURAL CHANGES)

Obtain current Design Guidelines and Application from the Association's offices or download from the Celebration Front Porch (<http://www.celebration.fl.us>) using owner ID and password. Select *Guidelines* under the CROA tab.

**WHICH PROPERTY TYPE:**  Single-Family;  Townhome/Duplex/Triplex;  Condominium  
**REVIEW TYPE:**  Conceptual Design;  Design Development;  Construction Documents

**Property Address:** \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_

**Property Owner's Email address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Project Contractor's Name:** \_\_\_\_\_

**Project Contractor's Email Address:** \_\_\_\_\_

**Project Contractor's Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**[Required If a condo] Attach letter of approval from Condominium association**

**[Required] Attach property survey or plot plan showing proposed change, in proper scale.**

**[Required for CONCEPTUAL approval] Attach sketches or drawings showing proposed changes, including dimensions**

**[Required for FINAL approval] Attach one complete professional size drawing (24x36 or 32x40) PLUS one complete ledger-size drawing (11x17)**

**DESCRIBE PROJECT IN DETAIL (or attach separate sheet)**

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\_\_\_\_\_

( ) By initialing, owner authorizes the Association to release information, upon request, concerning this or a similar project for this property to the Contractor named above.

( ) By initialing, owner requests notifications for this project by email only (no printed copy will be mailed, reducing Association expenses for paper and postage).

Owner hereby authorizes the Association and members of the Architectural Review Committee to enter onto the subject property for purposes of confirming information contained on or collected for processing this application and for inspecting the project during execution, upon completion of the project, or upon expiration of the approval.

**Owner's Signature and Date:**

**SPACE BELOW IS FOR ARC USE ONLY**

ARCHPLAN			LOT
GARAGAPT / ROOMADDN			VIL
RCV      PUR			ACCT
LOT			CENN
ARCH			START      COMP



# Design Guidelines

Approved by the CROA Board of Directors on 9/28/16; effective for applications received on or after 9/28/16.



**SUBSTANTIAL REWORDING OF TEXT. SEE CURRENT DOCUMENT FOR PRESENT TEXT.**

## STRUCTURAL CHANGES & ADDITIONS

A Supplement to the Pattern Book

(These are minimum standards. Property owners are encouraged to consider designs and materials which will result in a higher quality installation and appearance. Refer to the Celebration Pattern Book for additional detailed information.)

*In accordance with the Celebration Covenants, Conditions and Restrictions all structural changes to the exterior of a home must be reviewed and approved by the ARC prior to start of construction. This guideline is intended to identify the process by which homeowners will follow in the application process and approval of proposed changes. Structural changes to the home most often require additional steps such as review of landscape, pool and screen enclosures. Please refer to Celebration Pattern book and current design guidelines.*

*ARC approval, in writing, of the proposed alterations and/or improvements is required before work on the alterations and/or improvements may commence. ARC reserves the right to request additional information in order to review the proposed plans. Approval of any alterations to the existing structures and lot improvements by the ARC does not relieve the applicant of their obligation to obtain any and all government approvals. It is recommended that the applicant secure the professional services of a licensed architect and a licensed contractor who is familiar with the Celebration Pattern Book and Design Guidelines.*

### **The Design Review Process:**

All applications for changes to existing structures shall go through the following three (3) steps and review process. ARC reserves the right to request additional information in order to properly review the proposed improvements. At a minimum structural changes and additions require conceptual design review and a final construction document review. It is strongly recommended the applicant submit a design development review before completing construction documents for final review. Additional review steps may be required based on the quality and quantity of information provided in each review submittal.

#### **Step 1. Conceptual Design Review (Required)**

The Conceptual Design Review is a preliminary review of the proposed plans for the intended improvements. A completed application and required documents listed below in the Required Documents Conceptual Design Review (Step 1) shall be submitted to the ARC for review.

#### **Step 2. Design Development Review (Recommended)**

The Design Development Review is the final review of the design concept. In addition, this step in the review process is to verify the incorporation of recommendations made by ARC during the Schematic Design Review and to verify consistency with the plans submitted for the Conceptual Design Review. A completed application and required documents listed below Required Documents Design Development (Step2) shall be submitted to the ARC for review.

#### **Step 3. Construction Documents Review (Required)**

The Construction Documents Review has been established to ensure that the applicant's construction documents for all improvements are in compliance with the Celebration architectural design standards. In addition, this step in the review process is to verify the incorporation of recommendations made by ARC during the Design Development Review and to verify consistency with the plans submitted for the Design Development Review. A completed application and required documents listed below Required Documents Construction Document Review (Step 3) shall be submitted to the ARC for review.

**Required Documentation:**

**Conceptual Design Review (Step 1) (Required)**

Drawings shall be submitted in a professional manner to accurately depict the exact detail to be constructed. Exterior materials and dimensions should be noted on drawings. The following items should be included, as applicable:

- Site Plan or Plat (prepared at a uniform scale no less than 1" = 20')
  - North arrow, lot address, adjacent street
  - Property lines
  - Setbacks
  - Locations of existing fences with dimensions, heights and materials noted
  - Delineate new construction from existing structures, driveways, walks, pool, patios and hardscape areas (indicate dimensions and materials)
- Proposed Elevations (prepared at a uniform scale no less than 1/8" = 1')
  - Affected and proposed new elevation with porches, doors and windows
  - Delineate new construction from existing structures
- Impervious Surface area calculations – see attached
- Reference photos and inspiration images

**Design Development Review (Step 2) (Recommended)**

Drawings shall be submitted in a professional manner to accurately depict the exact detail to be constructed. Exterior materials and dimensions should be noted on drawings. The following items should be included, as applicable:

- Site Plan (prepared at a uniform scale no less than 1" = 20')
  - North arrow, lot address, adjacent street
  - Property lines
  - Driveways, walks, pool, patios and hardscape areas (indicate dimensions and materials)
  - Locations of existing fences with dimensions, heights and materials noted
  - Footprint of house and garage
  - Delineate new construction from existing structures
- Proposed Floor Plans (minimum scale 1/8" = 1')
  - All rooms
  - All windows and exterior doors with swings shown
  - Delineate new construction from existing structures
- Proposed Elevations (prepared at a uniform scale no less than 1/8" = 1')
  - Openings, doors and windows
  - Principle materials identified and rendered

- All finish floors dimensioned in relation to the finished exterior grade
- Delineate new construction from existing structures
- Building Sections (taken through major living areas; minimum scale 1/8" = 1')
  - Finished floor elevations in relation to exterior finished grade
  - Ceiling heights
- Typical Wall Section (minimum scale 1/8" = 1')
  - Floor and ceiling heights
  - Wall, floor and roof structure
  - Window head and sill heights
  - Eave dimensioned in relation to the finished exterior grade
  - Roof pitch(es)
  - Material designations – labeled and dimensioned
- Typical Exterior Details (minimum scale 1½ " = 1')
  - Eave and cornice details
  - Column details
  - Porch and railing details
  - Window-head and sill details
  - Door and door frame details
  - Exterior siding details (corner boards, jointing, brick bonds, etc.)
  - Material designations – labeled and dimensioned
- Exterior Finishes and Colors
  - Paint or stain colors, including an 8 ½ " x 11" sample
- Impervious Surface area calculations – see attached
- Reference photos and inspiration images

### **Construction Documents Review (Step 3) (Required)**

Drawings shall be submitted, drawn in a professional manner to accurately depict the exact detail to be constructed. Exterior materials and dimensions should be noted on drawings. The following items should be included in the design drawings, as applicable:

- Site Plan (prepared at a uniform scale no less than 1" = 20')
  - North arrow, lot address, adjacent street
  - Property lines
  - Driveways, walks, pool, patios and hardscape areas (indicate dimensions and materials)
  - Locations of existing fences with dimensions, heights and materials noted
  - Footprint of house and garage
  - Delineate new construction from existing structures
  - Applications for structural changes in Service Areas must locate and identify on the site plans all underground utilities including potable water, reuse water, sewer, electrical, telephone and cable TV.
- Proposed Floor Plans (minimum scale 1/8" = 1')
  - All rooms
  - All windows and exterior doors with swings shown
  - Overhangs of floors and roofs as dashed lines

- Delineate new construction from existing structures
- Proposed Elevations (prepared at a uniform scale no less than 1/8" = 1')
  - Openings, doors and windows
  - Principal materials identified and rendered
  - All finish floors dimensioned in relation to the finished exterior grade
  - Eave and roof ridge(s) dimensioned in relation to the finished exterior grade
  - Roof pitch(es)
  - Delineate new construction from existing structures
- Building Sections (taken through major living areas; minimum scale 1/8" = 1')
  - Rooms – labeled
  - Finished floor elevations in relation to exterior finished grade
  - Ceiling heights
  - Eave and roof ridge(s) dimensioned in relation to the finished exterior grade
  - Roof pitch(es)
- Typical Wall Section (minimum scale 1/8" = 1')
  - Floor and ceiling heights
  - Wall, floor and roof structure
  - Window head and sill heights
  - Eave dimensioned in relation to the finished exterior grade
  - Roof pitch(es)
  - Material designations – labeled and dimensioned
- Exterior Details (minimum scale 1 1/2" = 1')
  - Eave and cornice details
  - Chimney details
  - Column details
  - Porch and railing details
  - Window-head and sill details
  - Door and door frame details
  - Exterior siding details (corner boards, jointing, brick bonds, etc.)
  - Material designations – labeled and dimensioned
- Product and Material Samples
  - Materials which are specifically not approved include, but are not limited to:
    - Non-wood siding which has a simulated wood grain surface
    - Vinyl and plastics (including vinyl siding)
    - Reflective materials
    - Iron bars are not permitted on the exterior of any home.
  - Charcoal or black screening is approved for use on windows and screen enclosures. No other screen colors are permitted. Frames on window screens must match the frame color of the windows themselves. Frames on screen enclosures will be bronze-color unless otherwise specified.
  - Garage doors shall be paneled and may not be wider than 16 feet in any case, and may not be wider than 10 feet if facing the street and located in the front façade zone.
  - Include photographs or cut sheets from manufacturers' catalogs of proposed windows, doors, lighting fixtures, etc.
- Exterior Finishes and Colors
  - Paint or stain colors, including an 8 1/2" x 11" sample

- Impervious Surface area calculations – see attached
- Reference photos, and inspiration images

### Garage Apartments

As specified in the Celebration PUD (6<sup>th</sup> amendment, page 29), are an accessory dwelling unit constructed over a garage. Size is limited to 1,000 square feet under roof. One automobile bay may be added to the garage in conjunction with the construction of the garage apartment. An additional on-site parking space shall be required if sufficient parking is not available on the lot and/or adjacent streets.

### Guest Suites

As specified in the Celebration PUD (6<sup>th</sup> amendment, page 29), are an accessory dwelling unit constructed on ground level. Size is limited to 1,000 square feet. The guest suite shall be detached from the primary residence, but may be connected via a sidewalk or breezeway. Also in accordance with the Celebration PUD (6<sup>th</sup> amendment, page 29):

- a lot may not have both a garage apartment and a guest suite
- one additional parking space on-site shall be provided for a garage apartment or guest suite

### **Impervious Surface Area Ratio (Defined)**

Impervious surfaces do not permit water to pass through them unhindered to the ground below. For Celebration residential properties brick pavers are classified as impervious. Each lot type has a limitation of the amount of surface area which may be impervious.

### **Impervious Surface Area Ratio (Calculation)**

(The drawing below illustrates these steps. The color version available on My Front Porch – versus a printed black and white copy – is easier to follow.)

#### **Step 1: Make a copy of the property survey / plot plan.**

Zoom in (enlarge) on the property boundaries as much as possible to make it easier to work with.

#### **Step 2: Calculate the total square footage of the entire lot.**

In the example, the lot is 45 feet wide and 128.50 feet deep. The total area of the lot is 5,782.50 square feet (45 x 128.50 = 5,782.50).

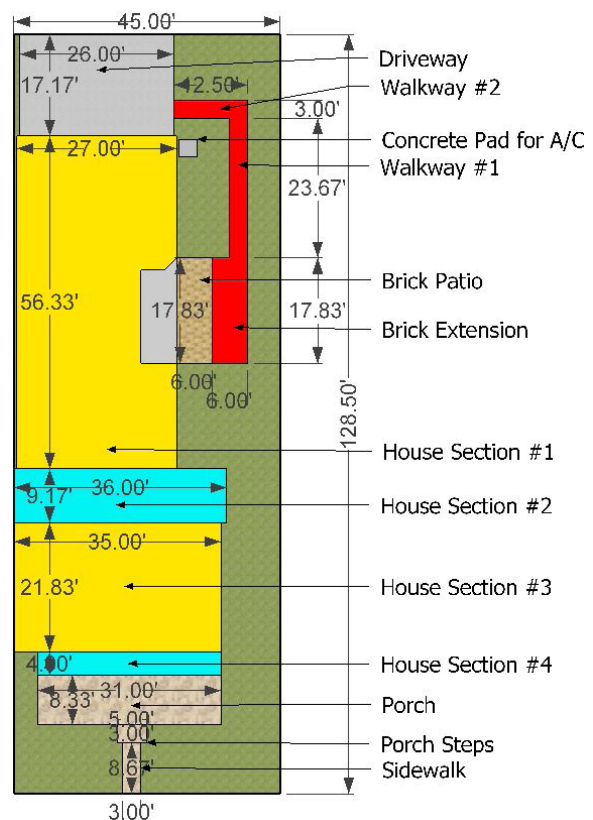
#### **Step 3: Determine the Lot Type.**

If the lot type is uncertain refer to the **Design Guidelines: Lot Type, Builder, Home Plan and Architecture Reference** to determine or verify the type.

In the example, the Lot Type is “Cottage.”

#### **Step 4: Calculate the maximum Impervious Surface Area square footage permitted for the specific lot.**

Maximum Impervious Surface Area Percentages



- 65% for Estate and Manor lots
- 66% for Village lots
- 68% for Cottage lots
- 75% for Bungalow, Garden and Townhome lots

In the example, the maximum impervious surface area is 3,932.1 square feet (5782.5 [from Step 2] x 68% [from table above] = 3,932.1 square feet).

**Step 5: Calculate the total square feet of impervious surface area on the lot.**

*Hint: Sometimes it is easier to divide irregular shapes into common shapes to calculate them; mark each section of the building for reference.*

*In the example (working from top to bottom):*

- Driveway is 446.42 square feet ( $26 \times 17.17 = 446.42$ )
- Concrete pad under A/C compressor is 9.00 square feet ( $3 \times 3 = 9$ )
- House section #1 is 1,520.91 square feet ( $27 \times 56.33 = 1,520.91$ )
- House section #2 is 330.12 square feet ( $36 \times 9.17 = 330.12$ )
- House section #3 is 764.05 square feet ( $35 \times 21.83 = 764.05$ )
- House section #4 is 124.00 square feet ( $31 \times 4 = 124.00$ )
- Porch is 258.23 square feet ( $31 \times 8.33 = 258.23$ )
- Porch Steps is 15.00 square feet ( $5 \times 3 = 15.00$ )
- Sidewalk is 37.50 square feet ( $3 \times 12.50 = 37.50$ )
- Brick Patio on side (added 2 years ago) is 106.98 square feet ( $6 \times 17.83 = 106.98$ )

*Total existing impervious surface area is 3,612.21 square feet (add all items above)*

**Step 6: Calculate the maximum square footage which may be used for new impervious surfaces.**

*In the example, the remaining space which may become impervious is 319.89 square feet ( $3,932.10 - 3,612.21 = 319.89$ )*

**Step 7: Calculate the total square feet of impervious surface area for proposed project:**

*In the example the proposed project is:*

- Extend brick patio (for Sun Room) by 106.98 square feet ( $6 \times 17.83 = 106.98$ )
- Add sidewalk #1 of 71.01 square feet ( $3 \times 23.67 = 71.01$ )
- Add sidewalk #2 of 37.50 square feet ( $3 \times 12.50 = 37.5$ )

*Total NEW impervious surface area is 215.48 square feet (add all items above)*

**Step 8: Is new impervious surface area less than the available impervious surface area?**

If “yes,” the project may be submitted for ARC review; if “no” the project design will need to be altered to reduce the impervious surface area.

*In the example the new impervious surface area of 215.48 square feet is less than the 319.89 square feet available and the project may be submitted for review.*

*Note: In this example, only 104.41 square feet remains for future projects which have an impervious surface requirement.*

# STRUCTURAL CHANGES & ADDITIONS ADDENDUM

- **SITE SERVICES**
  - Separate water and electric utility metering is not permitted (PUD, page 29).
  
- **DESIGN**
  - Doors and windows must be specified with exterior protruding muntins.
  - Vinyl and aluminum siding are not permitted.
  - Window air conditioning units (whether mounted or secured by friction), through-wall air conditioning units or units that protrude from the structure are not permitted
  - Roofing on an addition must match the existing roofing. If this is not the case, the entire plane must be reroofed. Paint on a new addition/enclosure shall match the colors on the existing structure.
  - If adding a garage apartment, address numbers will be required on the driveway side of the structure.
  - Although not required at the time a structural change is approved, any change which increases the size of the foundation will require a landscape plan to be submitted prior to completion of construction. Landscaping is required along new foundations as a visual buffer.
  
- **CONSTRUCTION**
  - It is illegal to dump anything into, or disturb in any way, the area beyond your property line. This includes clearing, sodding, etc.
  - The project area shall be maintained in a neat and orderly manner during construction. Debris – whether caused by the contractor, material suppliers or their employees – must be removed weekly and street frontage shall be swept clear of sand, concrete and rubbish at least weekly. Owner may not use adjoining properties owned by others for storage of material without permission of the owner.
  - Dumpsters must be kept at or under fill line and must be scheduled for dumping when full. Owner and Contractor are responsible for any additional debris that is dumped in or near container even if it is not project related.
  - Projects must be completed in accordance with the approved plans. If prior to or during construction a change to the exterior of the existing building or to the approved plan is desired, such change shall be submitted in writing to the ARC for approval before implementing the change.

## **Final Approval**

**PLEASE NOTE:** It is the responsibility of the owner and their consultants to conform to applicable building and zoning codes and to obtain any and all required governmental approvals, including building permits.