



## **NON-RESIDENTIAL ARCHITECTURAL REVIEW PROCESS**

### **Revised 1/1/2025**

Sienna Property Owners Association (SPOA) Architectural Review Committee will meet to review submittals on the second and fourth Wednesday of each month. All submittals must be in our office the Thursday prior to the meeting in order to be on the agenda. Only complete submittals with fees will be on each agenda. The following details what is required with each submittal. Electronic versions are preferred.

#### **Optional Conceptual Plan**

- 1 set and electronic version (Drop Box, We Transfer), set to be provided in 11" x 17" size sheets, to SPOA office with submittal form and fees.
- One electronic version by email to [architecturalcontrol@clubsienna.com](mailto:architecturalcontrol@clubsienna.com).
- Sections, elevations and details as necessary to illustrate design intent

#### **Phase I Submittal**

- 1 set and electronic version (Drop Box, We Transfer), set to be provided in 11" x 17" size sheets, to SPOA office with submittal form and fees
- One electronic version by email to [architecturalcontrol@clubsienna.com](mailto:architecturalcontrol@clubsienna.com).
- Recorded plat (if available)
- Survey indicating location tree preserve areas
- Building setbacks, easements and R.O.W. identification (survey)
- Utility service locations
- Citing of improvements (site plan)
- Overall site drainage plan
- Section through site indicating the relation of the proposed building to existing improvements.
- Floor plans @ 1/4" = 1'-0" scale (min)
- Exterior Elevation @ 1/4" = 1'-0" scale (min)
- Specifications describing all materials to be used in the project
- Perspective Color Rendering and material sample board
- Signage design indicating sign types and locations

#### **Phase II Submittal**

- 1 set and electronic version (Drop Box, We Transfer) , set to be provided in 11" x 17" size sheets, to SPOA office with submittal form and any applicable fees
- One electronic version by email to [architecturalcontrol@clubsienna.com](mailto:architecturalcontrol@clubsienna.com).
- Response letter detailing how all Phase I conditions were met
- Recorded plat (if not already provided)
- Final Architectural Plans of drawings indicated at Phase I review
- Site plan, drainage and grading plans, mechanical/electrical/plumbing plans.
- Final Survey (Note: All buildings, structures, parking, and site improvements must be fully dimensioned from all property lines and street rights-of-way)
- Final specifications describing all materials to be used in the project
- Landscape Planting Plan (minimum size of plant material noted), fencing locations, locations of any landscaping elements such as fountains, seat walls, etc. and associated construction details.
- Lighting plan shall depict the design layout and illustrate a point to point candle lighting level on the site. The type, size and style of the lighting fixtures shall also appear on the lighting plan. Min./max ratio shall not exceed 8:1; average maintained foot candles shall be no less than seven (7) but preferably nine (8) to ten (10) for retail and six (6) for office and other uses, unless otherwise approved by the ARC. Lighting shall comply will all applicable city or county ordinances.
- Foundation and parking lot design certifications by a registered, professional engineer

- Location of all mechanical equipment and screening methods
- Any site furnishings, such as trash cans, benches, playgrounds, etc. Include site plan with location, cut sheet and photos.

### **Mandatory Construction Meetings and Inspections**

- **Pre-Construction Meeting (Pre-Con)**: Before construction begins, a Pre-Construction meeting must be held. All conditions in the Phase II review letter must have been addressed and a response letter must be submitted to SPOA for review prior to the Pre-Con. Any other changes made to the Phase II approved plans must also be submitted for review prior to this meeting. Construction deposit must be submitted prior to meeting. Deposit refund will be addressed during final Certificate of Compliance inspection.
- **Mid Project Site Inspection**-midway through the project, Owners must provide an on-site material mock up for review and a site inspection will be performed to ensure the project is being built per Association approved plans.
- **Certificate of Compliance Inspection**: After construction is complete and before opening, there must be a Certificate of Compliance Inspection. The inspection will produce a punch-list of items needing attention. There is a time frame of three (3) weeks for this punch-list to be completed. Should there be a situation that a variance is requested, it must be completed in writing before the three (3) week deadline. Fines will be levied in accordance with the SPOA Schedule of Fines for non-compliance.

Once all items on the post-construction Certificate of Compliance inspection report have been addressed, a written request must be submitted to receive a refund or partial refund of the construction deposit. Refer to the SPOA Construction Deposit policy.

Should there be Association property damaged during construction, Owner must contract with the Association contractor to make all necessary repairs. Unacceptable restoration of damage to Association property will impact any deposit refund or cause Owner to be subject to additional fees.

### **REVIEW FEES**

- Optional Conceptual Plan Review - \$600.00
- Phase I and Phase II Review - \$.04 per square foot of gross site area with a minimum charge of \$3,000 and maximum estimated charge of \$6,000 for both. Projects with multiple buildings require \$.05 per square foot. ARC has the right to exceed the maximum fee in certain projects whose complexity or positioning within the community may require more architectural review than normal. Fees due at Phase I.
- Re-Reviews - \$600.00 minimum—based on project size. Multiple reviews due to incomplete submittals, including responses to letters, will result in additional fee increase (typically in increments of \$300.00) for each subsequent review.
- Signage and Single Item Review (not part of package) - \$350.00
- Mandatory Pre-Construction meeting - \$500.00
- Mandatory Mock Up and/or Site Inspection- Included in Pre-Con meeting fee
- Mandatory on-site Certificate of Compliance Inspection – See Certificate of Compliance for Recently Built Improvements request form for fee information

***Please note that any communication with our architectural firm or any other contractor that is not pre-approved by SPOA will result in additional fees. Project approvals valid for only 1 year from the date on the Phase II approval letter. Expired project approvals will require re-submission for review/approval as well as all applicable review fees.***

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### Property Owners Association

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