

# ARCHITECTURAL CHECKLIST FOR CONTRACTORS

- 3.1.1 Two (2) sets scalable drawings with 1 electronic copy of all plans

must be submitted in one PDF file

- 3.3 Construction Plans. Complete plans and the following required information

must be submitted in order to gain approval to commence any construction on a parcel. Unless waived by the ACC, all plans shall be prepared, signed and sealed by an architect or engineer, said person to be employed by and at the expense of the Owner.

- 3.3.1 Survey of the existing property

- 3.3.2 Site Plan – All plans should be submitted in consistent scale of no less

than 1 inch = 20'. Site plans must depict any and all structures, foundation plans, access streets, walkways, driveway, and well, and other exterior improvements. In addition, site plans must show culverts, any drainage easements, and Parcel Drainage System showing compliance with Surface Water Management System. All culverts shall have poured mitered ends and driveways to receive a concrete, brick paver or asphalt apron to Highlands County Engineering specifications.

- 3.3.3 The applicant is responsible for obtaining all required state and local permits for building. The applicant shall provide copies of such permits

to the ARC prior to the commencement of any construction on a parcel.

- 3.4 Architectural Drawings. Architectural drawings must be drawn to scale and

include the following:

- 3.4.1 Total enclosed air-conditioned square footage (stated by floor in the case of a multi-floored residence).

- 3.4.2 Floor plans including the computation of the square footage of each floor.

- 3.4.3 Approximate elevation drawings of all sides indicating both existing and final grade.

## **Contractors Rules & Regulations for building at HLR:**

1. No parking vehicles on property owners' lots that have already been developed
2. All contractors are to look out for waterlines when parking on the side of the roads
3. The safety, loss or damage on job sites are not the responsibility of Highland Lakes Reserve Association
4. No working on Sundays
5. Porta Johns need to be onsite prior to start of construction
6. Dumpster(s) will need to be onsite prior to placement of trusses and framing
7. Jobsite must be kept clean and free of **ANY** blowing trash
8. Any road damage due to construction will be the sole responsibility of the contractor
9. At no time should the roads be cut into without ARC approval
10. All Contractors are responsible for all and any actions of Subcontractors and vendors
11. The amenities of HLR are off limits to all contractors, subs and vendors
12. No vendor signs
13. Form board survey **REQUIRED**

Failure to abide by these rules will result in the following:

- ❖ Warning first
- ❖ First Fine \$250
- ❖ Second Fine \$500

Thank you,

Highland Lakes Reserve ARC Committee

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**Contractor Name**

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**Date**