

CHECKLIST FOR ADDITION OR ENCLOSURE

Submit Required Supplemental Materials:

1. Two (2) physical sets and an electronic copy of the Drawing Package of the proposed addition and/or enclosure. The electronic copy should be one complete pdf file, not individual pages. The electronic copy may be emailed to architectural@newtownestates.org.
2. Drawing Package shall include the following:
 - a. **Plot Plan**

The plot plan shows the lot dimensions, layout of the home, property lines, 5 foot setback, easements, etc. Drawn to scale with compass arrows to identify North, South, East, and West of property.
 - b. **Floor Plans**

Existing floor plans showing bedrooms, kitchen, dining room, family room, garage, lanai, driveway, etc. with identifiers showing the locations of the photo views (i.e. view A, view B, etc.). Drawn to scale.
Renovation floor plans showing bedrooms, kitchen, dining room, family room, garage, lanai, driveway, etc. with identifiers showing locations of elevation views (i.e. view A-A, view B-B, etc.). Drawn to scale.
 - c. **Elevation Views shall include the following:**
 - 1) Each elevation to be captioned with appropriate view (i.e. view A-A, view B-B, etc) referenced to the renovation Floor Plan.
 - 2) Nineteen (19) foot height maximum height limit from relative finished grade, to ensure that structure is within NECA's height restriction.
 - 3) Elevation Views should capture the exterior aesthetics of the renovation, which the Architectural Committee is primarily interested in. Drawn to scale.
 - d. **Materials and Colors**

Identify the type of materials and color (using NECA pre-approved colors) for the renovated areas (i.e. roof, siding, windows, deck, lanai, wall, etc.).
 - e. **Photos**

Provide a minimum of three (3) color photo views of the existing areas to be renovated. Each photo shall be captioned with appropriate view (i.e. view A, view B, etc.) referenced to existing Floor Plan.
 - f. **Storm Water Management**

Indicate how storm water will be prevented from entering neighboring property (i.e. gutters).

Relevant Architectural Rules and Guidelines:

1. **Additions and Enclosures**
 - a. Additions and enclosures shall have matching details, materials, colors, and be in appropriate scale to the existing dwelling.
2. **2nd Story Addition**
 - a. Whenever adding an additional 2nd story, the maximum height shall not exceed NECA's nineteen (19) feet height restriction. The height of the dwelling must be shown on the plans.
3. **Room Additions**
 - a. When adding additional room or an enclosure, the exterior siding, windows, and door details shall match the original or existing structure.



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- b. Whenever an addition increases the total number bedrooms to more than five (5), additional garages or carports must be added as follows: six to seven (6-7) bedrooms, one (1) garage or carport, eight to nine (8-9) bedrooms, two (2) garages or carports, ten to eleven (10-11) bedrooms three (3) garages or carports, more than twelve (12) bedrooms – four (4) garages or carport.
- c. A second story home addition and /or add additional parking are possible only on certain lots.

4. Carport Enclosure:

- a. Reference NECA’s guidelines.
- b. City Permit

5. Additional Parking:

- a. When adding additional parking, the increase must comply with NECA's restrictions.

Notable Reminders:

1. Your application will be considered complete upon receipt of the **(1) Architectural Application Form, (2) the required supplemental materials, and (3) the appropriate processing fee.** All **incomplete** applications will be **delayed or disapproved.**
2. Properties located in Sub-Associations **must** obtain a written approval from their Board of Directors or managing agent prior to submitting their application to NECA.
3. In general, applications submitted **on or before** the first (1st) Saturday of the month will be reviewed in said month. Applications submitted after the first (1st) Saturday will be scheduled for review in the following month.
4. The Architectural Committee is scheduled to meet on the second (2nd) Tuesday of each month. Once your application is reviewed by the Committee, and if approved, please allow thirty (30) days for your application to be processed.
5. NECA staff will notify owners once the NECA Permit is ready for pick up. Owners are advised to read their permit. Permits **not** picked up within seven (7) days of being notified will be **charged a \$10 per-week permit holding fee.**
6. It is the owners’ responsibility to communicate with their contractors. Contractors should be informed of NECA’s rules, guidelines, and the application and permitting process.
7. Projects that start without the proper approval and projects that do not display the NECA Permit are considered to be in violation and will be subjected to NECA’s Covenant Enforcement.
8. NECA RULES & GUIDELINES: The Architectural Committee will uphold and maintain the integrity of NECA’s Master Declaration of Covenants, Conditions, & Restrictions (MDCCR), which also states that each lot shall be used exclusively for residential purposes, and no more than one family.

NOTE: IT IS NOT GUARANTEED THAT YOUR REQUEST WILL BE APPROVED

Homeowner’s Signature

Date