

CHECKLIST FOR CONCRETE SLAB

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. The Drawing Package shall include the following:

a) **Plot Plan**

Show the lot dimensions, layout of the home, property lines, and easements, the intended location(s) of the concrete slab highlighted and labeled, and identifiers showing the locations of photo views (i.e. view A, view B, etc.). Drawn to scale with compass arrows identifying North, South, East, and West of the property.

Indicate any landscaping to be incorporated with the concrete slab for aesthetic purposes (i.e. grass, plants, hedges, bushes, etc.)

b) **Impervious Surface Area Calculations**

1) Maximum Allowable Total Impervious Surface Area = 60% of Zoning Lot Area. (example: $0.60 \times 6,000$ square feet (square footage of property) = 3,600 square feet (maximum allowable impervious surface area).

2) Total square footage of existing Impervious Surface Area plus the proposed concrete slab.

c) **Photos**

Provide a minimum of three (3) color photo views of the existing areas for the proposed concrete slab. Each photo shall be captioned with appropriate view (i.e. view A, view B, etc.) referenced to Plot Plan.

Relevant Architectural Rules and Guidelines:

1. Concrete slab must leave adequate room for landscaping. *Discretion of the Architectural Committee*
2. There shall be a balance of landscape between the left side and right side of the property.
3. Provide a storm water management plan which shall include the direction of the water flow on the concrete slab and how the water will be prevented from entering neighboring property; if applicable.

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 7 (seven) 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.



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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).

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

Homeowner's Signature

Date