

C. **GENERAL REQUIREMENTS, ARC, & SUBMITTAL INFORMATION**

1. **PROJECT SUBMITTAL REQUIREMENTS:**

Project Type & what to submit:

(See the end of this section for notes about photos to be submitted and proof of licensing and insurance to be submitted prior to ARC review)

a. **ADDITION:**

1. ***Survey*** of the property showing the existing conditions and the proposed new addition. Dimensions from the new addition to all relevant property lines proving that it is not encroaching over the required setback lines.
2. ***Location plan*** showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. ***Lot Coverage*** tabulation with calculations for the existing square footage and percentage of lot coverage and the new total area and percentage of lot coverage when adding in the addition.
4. ***Photos*** of the area of the property where the addition will be built, including photos from afar showing the overall house and adjacent houses for the ARC's accurate understanding of the area and context with the property and adjacent properties. In addition, photos of the construction process pathways shall be taken prior to the start of construction and when the construction is done. These photos shall be submitted to the ARC to prove that all existing landscaping and common area elements have been restored or were not disturbed.
5. ***Architectural Drawings*** ready for obtaining a building permit and for construction showing the addition (site plan, floor plans, roof plan, elevations, wall section, etc.). Drawings should clearly delineate new from existing conditions, notate new finishes, texture, and colors shall match existing, and be professionally prepared to the drawing standards required to obtain a building permit at the City. Drawings may be prepared by any party legally permitted to prepare building drawings, however, all drawings submitted must be clear, concise, and capable of receiving a building permit from the City.
6. ***Landscape Plan*** showing existing landscaping to be removed or relocated and new landscaping to be added because of the addition.
7. ***Application form and fee; Contractor's Certificate of Insurance & License (see "Notes")***.
8. Parcel POA approval letter.
9. Submit 2 copies of complete application paperwork.

b. **POOL or POOL WITH BUILT-IN SPA; IN-GROUND, FREESTANDING SPA:**

1. ***Survey*** of the property showing the existing conditions and the proposed new pool & pool deck. Dimensions from the pool and deck to all relevant property lines proving that the pool deck is not encroaching over the required setback lines. The pool layout and size shown on the survey must match that of the actual detailed pool drawing.
2. ***Location plan*** showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. ***Photos*** of the area of the property where the pool and deck will be built, including photos from afar showing the overall house and adjacent houses for the ARC's accurate understanding of the area and context with the property and adjacent properties. In addition, photos of the construction process pathways shall be taken prior to the start of construction and when the construction is done. These photos shall be submitted to the ARC to prove that all existing landscaping and common area elements have been restored or were not disturbed.
4. ***Pool drawing*** showing the actual proposed pool layout with its dimensions and dimensions to surrounding property lines and the house.
5. ***Landscape Plan*** showing existing landscaping to be removed or relocated and new landscaping to be added because of the pool and pool deck addition.
6. ***Application form and fee; Contractor's Certificate of Insurance & License (see "Notes")***.
7. Parcel POA approval letter.
8. Submit 2 copies of complete application paperwork.

c. **PRE-FABRICATED ABOVE GROUND SPA:**

1. **Survey** of the property and to scale showing the existing house and dimensioning the proposed new spa and the hardscaped deck area it will sit on, to the property lines.
2. **Location plan** showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. **Photos** of the area of the property where the spa will be placed, including photos from afar showing the overall house and adjacent houses for the ARC's accurate understanding of the area.
4. **Landscaping sketch** of the spa area showing the landscaping screening of the spa as required by the Manual. The sketch shall contain specifications for all new planting materials that describes species, height at time of planting, spacing, and height plants to be maintained at.
5. **Spa catalog page or photo** showing what it looks like, materials of the exterior surrounds, dimensions and height above the surface it sits on.
6. **Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).**
7. Parcel POA approval letter.
8. Submit 2 copies of complete application paperwork.

d. **SCREENED ENCLOSURE:**

If the proposed enclosure is outside of the existing roofed area of the house:

1. **Survey** of the property and to scale showing the existing house and dimensioning the proposed new enclosure and deck it will sit on as well as all dimensions from the enclosure walls to the property lines.
2. **Location plan** showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. **Photos** of the area of the property where the enclosure will be built, including photos from afar showing the overall house and adjacent houses for the ARC's accurate understanding of the area.
4. **Enclosure drawing(s):** a) Plan and elevation views with dimensions, b) Note aluminum and screen colors, c) Sketch and notes for landscaping to be added to comply with Manual.
5. **Landscape Plan** showing existing landscaping to be removed or relocated and new landscaping to be added.
6. **Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).**
7. Submit 3 copies of complete application paperwork.

If the screening is under an existing or new covered porch:

1. **Photos** of the area to be screened taken from outside to show the context of the porch area with the overall house and surroundings.
2. **Screen drawing(s):** a) Plan and elevation views with dimensions, b) Note aluminum and screen colors.
3. **Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).**
4. Parcel POA approval letter.
5. Submit 2 copies of complete application paperwork.

f. **FENCE:**

1. **Survey** of the property and to scale showing the existing house, the proposed fence line, and any existing neighboring building walls or fences to which the new fence may connect. Note fence dimensions from property lines and the required landscaping for the fence per the Manual (where located, hedge plant species, height, gallon size, and spacing).
2. **Location plan** showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. **Photos** of the area of the property where the fence will be installed, including photos from afar showing the overall house and adjacent houses for the ARC's accurate understanding of the area to be fenced; views taken from the street of the side yards if fence is to be installed in the side yards.
4. **Elevation** drawing or catalog page showing the fence style to be used, color, and height.

5. *Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).*
6. Parcel POA approval letter.
7. Submit 2 copies of complete application paperwork.

g. ROOFING:

1. *Photos* of the front of the house and of the fronts of houses to the right and left of the subject property (showing from ground to top of roofs). Take photos at appropriate time of day to best represent the true roof colors of all houses. In addition, photos of the construction process pathways shall be taken prior to the start of construction and when the construction is done. These photos shall be submitted to the ARC to prove that all existing landscaping and common area elements have been restored or were not disturbed.
2. *Location plan* showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. Full-sized roof tile proposed to be installed, tile specification and blend composition (if any), drip edge specification.
4. *Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).*
5. Parcel POA approval letter.
6. Submit 2 copies of complete application paperwork.

h. PAINTING (exterior only):

1. *Photos* of the front of the house and of the fronts of houses to the right and left of the subject property. Take photos at appropriate time of day to best represent the true colors of all houses.
2. *Location plan* showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. "Draw down" samples no smaller than 8 1/2 x 11 containing the actual paint and color(s) proposed for the repainting (submittal of a thumbnail-sized paint chip is not large enough to judge the acceptability of an appropriate color to approve for the repainting of an entire house). Submit one draw-down sample card for each paint color proposed.
4. *Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).*
5. Parcel POA approval letter.
6. Submit 2 copies of complete application paperwork.

i. FRONT DOOR:

1. *Photos* taken from the street showing the visibility or lack thereof of the front door from the street, even if from an angle other than straight on at the house. Photos of the existing front door area contained at the front porch of the house.
2. *Location plan* showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. Catalog page showing the new front door proposed.
4. Paint or stain color chip showing the proposed finish for the new front door (full-sized draw-down sample not required for finishing just the front door).
5. *Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).*
6. Parcel POA approval letter.
7. Submit 2 copies of complete application paperwork.

j. AWNING:

1. *Awning drawing* showing overall size, design, and height.
2. *Location plan* showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. *Fabric sample* that adequately represents the fabric to be used (minimum 12" x 12" sample).
4. *Photos* of the overall house elevation where the awning will be installed.
5. *Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).*
6. Parcel POA approval letter.
7. Submit 2 copies of complete application paperwork.

k. HURRICANE PROTECTION DEVICES (SHUTTERS, IMPACT GLASS, ETC.):

1. *Photos* of each opening to receive a shutter or to have the window or door unit replaced with impact resistant units with the openings numbered to match the protective devices work proposal. Photos from afar of any arched-top windows showing these windows in context to the overall building elevation.
2. *Location plan* showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. *Hurricane protective devices proposal* (the job cost may be redacted) with opening numbers and treatment that matches numbers with the numbered photos; note color(s) for shutters.
4. *Metal sample* showing proposed color of the finished protective devices (not required if the shutter installer has provided the ARC with a standard colors sample panel with the colors labeled).
5. *Special Details* to clarify how arched top windows are being addressed to not alter the architectural appearance and/or how built-out window trim elements are to be handled with the shutter installation.
6. *Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).*
7. Parcel POA approval letter.
8. Submit 2 copies of complete application paperwork.

l. DRIVEWAY EXPANSION:

1. *Survey* of property showing and giving dimensions of existing front yard paved areas and showing (to-scale) and proposed driveway expansion area. Also, show dimensions to nearby property lines and building walls.
2. *Location plan* showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. *Landscape Plan* showing existing landscaping to be removed or relocated and new landscaping to be added due to additional driveway area.
4. *Paver specification and sample(s)* to prove that it will match the existing pavers.
5. *Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).*
6. Parcel POA approval letter.
7. Submit 2 copies of complete application paperwork.

m. LANDSCAPING (all hedge/bed plants design changes):

1. *Photos* of yard areas or landscaping elements or areas to be renovated, removed, or supplemented. Photos should show the existing landscaped area in context to the overall yard area and to the overall house elevation (e.g. photo from opposite side of street showing full front yard of property for landscaping work proposed in the front yard as well as showing how that existing landscaping relates to the overall front of the house, including the roof).
2. *Location plan* showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. *Sketch* of the localized yard area showing the existing landscaping elements and the proposed

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new or replacement elements (e.g. show a sketch of the overall front yard and existing landscaping, a tree or trees to be removed in one area, and what replacement trees and understory plantings are proposed in that location or an alternate location). Show existing landscaping in neighbors' side yards for understanding adjacent conditions.

4. **Landscape drawing** of the entire yard area when proposed landscaping changes is a make-over of the entire yard (see Manual for who is required to prepare this design and drawing).
 5. **Specs** for the landscaping material to be planted (species, height, spread, gallons, color, spacing, quantity).
 6. **Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).**
 7. **Specs** for the mulch material to be installed.
 8. Parcel POA approval letter.
 9. Submit 2 copies of complete application paperwork.
- n. BUILT-IN OUTDOOR KITCHEN/COOKING/ENTERTAINMENT AREAS:**
1. **Photos** of the specific area where the permanent outdoor cooking area/bar is to be built as well as the nearby overall area (wall or yard area).
 2. **Location plan** showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
 3. **Drawing(s)** of the outdoor cooking area (floor plan, site plan, elevations); note specs of finish materials that will be exposed to view by others (paint, tile, etc.).
 4. **Sketch** of any added landscaping to shield neighboring views of the outdoor cooking area.
 5. **Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).**
 6. Parcel POA approval letter.
 7. Submit 2 copies of complete application paperwork.
- o. EXTERIOR LIGHTING, DISHES, SOLAR PANELS, SKYLIGHTS, SECURITY CAMERAS:**
1. **Photos** of the house areas where the element(s) are to be installed.
 2. **Catalog picture(s) and specifications** showing what is to be installed and note sizes, lamp type and wattage (for a lighting submittal).
 3. **Location plan** showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
 4. **Plan sketch** of the house showing where the element(s) are to be installed; show street on the sketch to orient the reviewer. If the proposed lighting is for landscaping, submit a landscape plan showing the landscaping and the lighting, fixture catalog page(s), and lamp wattage and type with notation that "fixtures will be hidden from view by low landscaping."
 5. **Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).**
 6. Parcel POA approval letter.
 7. Submit 2 copies of complete application paperwork.
- p. PLAY SETS, SWING SETS, PLAY HOUSES, ATTACHED STORAGE SHEDS:**
1. **Survey** of the property and show, to scale, where the item(s) are to be installed.
 2. **Drawings** for attached Storage Shed to show that its design, detailing, & materials matches the house.
 3. **Location plan** showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
 4. **Photos** of the area where the item(s) are to be installed.
 5. **Sketch** and specs for the landscaping to be installed to hide the element(s) from view.
 6. **Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).**
 7. Parcel POA approval letter.
 8. Submit 2 copies of complete application paperwork.

q. **GENERATOR:**

1. **Survey** of property showing proposed location of generator. Note dimensions that generator will be set off from property lines. Show outline of neighbor's house wall & windows locations in relation to generator.
2. **Location plan** showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. **Photos** of the area of the property where the generator will be installed, including photos from afar showing the overall house and adjacent house for the ARC's accurate understanding of the area.
4. **Catalog page(s)** of the generator showing and noting its size and running decibel rating.
5. **Landscape Plan** showing existing landscaping to be removed or relocated and new landscaping to be added to screen the unit from view as required by this Manual.
6. **Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).**
7. Parcel POA approval letter.
8. Submit 2 copies of complete application paperwork.

r. **FRONT ENTRY GATE:**

1. **Photos** of the front area (from afar & close-up) where the gate will be installed as viewed from the street.
2. **Location plan** showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. **Drawing** with dimensions, materials, and color specs of the proposed gate design (or photo or catalog page of the proposed gate and note the dimensions, materials, and color).
4. **Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).**
5. Parcel POA approval letter.
6. Submit 2 copies of complete application paperwork.

s. **SCULPTURE AND/OR DECORATIVE YARD STATUARY:**

1. No submittal required since the Manual requires that any such items be placed on a property so that only the owner can see them.

t. **PATIO:**

1. **Survey** of the property and to scale showing the existing house and dimensioning the proposed new patio as well as all dimensions from the patio to the property lines. State the materials of which the patio will be made.
2. **Location plan** showing the property's location within Mirasol (copy of the community site plan in the front of this Manual with an 'X' placed on the subject property).
3. **Photos** of the area of the property where the patio will be built, including photos from afar showing the overall house and adjacent houses for the ARC's accurate understanding of the area.
4. **Application form and fee; Contractor's Certificate of Insurance & License (see "Notes" at bottom).**
5. Parcel POA approval letter.
6. Submit 2 copies of complete application paperwork.

u. **DECORATIVE POTS/URNS:**

No Application Required. See Section 37 for standards and specifications. ARC will require removal of any pots or urns not meeting these requirements.

Notes:

a. **Photos: Do's and Don'ts**

1. It is imperative that the applicant submit photos that are adequate for the ARC members to completely understand the context of the property for which the proposed improvement or change is being applied. Applications containing photos that do not fulfill this necessary requirement will be rejected until the correct photos are submitted and accepted by the ARC Administrator.
2. Photos should be no smaller than 4" x 6". Digital photos sent to the ARC electronically are preferred so that they may be distributed electronically to the ARC members for their review prior to a meeting. Set the resolution of the photos to create jpg formatted files no larger than 500 KB per photo.
3. Photos should be taken to show an overall context of a subject area and not of detailed close-ups that do not show the ARC members an overall understanding of the property. For example, if front yard work is proposed, take photos looking back at the house from across the street to show the overall front of the property. It doesn't help the ARC to show a close-up photo of tree roots along the ground to prove that it has begun damaging some existing hardscaping. The tree's value or lack thereof can only be determined by how it plays a roll in the overall composition of the front yard and thus the photos presented should show that context from multiple angles.
4. Also submit photos showing the construction pathways from the street to the construction area. These will be compared with the photos of the same pathways to be taken by the owner at the Final Inspection request.
5. The ARC members are your neighbors who volunteer their valuable time and they do not have time to personally visit each address that proposes improvements or changes to a property. The submitted photos must provide them with information similar to them having visited the property.
6. Applications may be refused or misunderstood and rejected if the submitted photos are inadequate to properly show the existing conditions.

b. **Proof of Licensing and Insurance required to be submitted with Application and prior to ARC review:**

1. Provide a Certificate of Insurance of the licensed contractor's general liability insurance coverage and Worker's Compensation insurance coverage (if applicable or submit State accepted exemption), naming both the property management company and "Mirasol Master Maintenance Association, Inc." (the MMMA) as additional insured.
2. Minimum insurance coverage shall be: \$1,000,000 General Liability (each occurrence), \$2,000,000 General Aggregate, and statutory limits for Workers Compensation. Insurance coverage shall be provided for all persons working on an owner's property or delivering materials to the property, unless the sole proprietor contractor has a state approved insurance exemption.
3. Provide a copy of the contractor's license from the State of Florida and an occupational license from the City of Palm Beach Gardens.