

**ROTONDA HEIGHTS CONSERVATION ASSOCIATION, INC.**

**Design Review Manual  
Guidelines for New Construction  
March 2016**

Recorded Deed Restrictions provide for Architectural Review and Approval by the Rotonda Heights Conservation Association, Inc., (the Association) for any type of New Construction. The following guidelines apply for residentially zoned lots and are to be used in conjunction with the Deed Restrictions and any other guidelines as established by the Design Review Board. For construction on commercial lots refer to the separate Architectural Control Guidelines and Uniform General Requirements for Commercial Lots.

**Prior to the start of any construction, the following forms & items must be submitted to the Design Review Board for review:**

Note: All submitted plans and other required items shall be retained by the Association.

1. A completed current Application for Architectural Review form as found on the Association website at [www.rotonda-heights.com](http://www.rotonda-heights.com).
2. A complete set of building plans and specifications as submitted to Charlotte County.
3. A boundary & topographical survey of the Property by a registered mapper/surveyor.
4. A site & drainage plan for the Property as required by Charlotte County
  - For canal or lake front lots: The distance from the rear lot line to the water's edge must be shown with spot elevations at the top of the canal or lake bank and at the water's edge.
5. A complete set of any swimming pool plans as submitted to Charlotte County. Note that above ground swimming pools are not permitted.
6. An extra copy of the site plan showing a detailed landscape plan including any required Charlotte County tree points and a sight screen plan for outside equipment and trash cans. The sight screen plan should include material, type, color, and style. (See separate Fence Guidelines).
7. Color samples for exterior main, trim, front door, garage door, soffit, and window frame colors including manufacturer's chips with color codes.
8. Roof colors and materials (description of color, name of manufacturer, and code number). Samples from the manufacturer may be required.
9. A non-refundable plans review and inspection fee of \$250.00 payable to Rotonda Heights Conservation Association, Inc.
10. A refundable New Construction Compliance fee of \$1,000.00 payable to Rotonda Heights Conservation Association, Inc.

**Architectural Review Standards for All Construction and Improvements:**

1. Review and approval will be based on a standard of aesthetically pleasing exterior design in line with current upscale new construction as well as a sense of harmony and compatibility within the subdivision.
2. Exterior Elevations:
  - a. The same exterior elevation on adjoining lots is not allowed, whether or not the garage is reversed.
  - b. Blank exterior wall expanses that lack windows, doors, landscaping or a cementitious design will not be permitted.
  - c. Decorative banding, motifs or quoins must be of a raised cementitious design.
  - d. Exterior block walls must have cementitious finish.
  - e. Siding on exterior walls may be approved and will be considered on a case-by-case basis.
  - f. Exterior elevation designs must contain features such as:
    - Columns
    - Raised quoins
    - Raised decorative bands

- Visually interesting front window design
  - Architecturally pleasing front entries
  - Roof & exterior wall offsets
3. Windows:
    - a. Minimum of 1 window is required for each side of the home (right and left elevations).
    - b. Visually interesting window designs are required on the front elevation.
    - c. Glass block on exterior elevations will be considered on a case-by-case basis.
  4. Roof Design:
    - a. Minimum roof pitch is 5/12.
    - b. Minimum main roof overhang is 18 inches with 6-inch fascia board.
    - c. Minimum 6 inch overhang for bay windows and abutments (bump-outs).
    - d. Minimum 6 inch Gable or high front entrance hip ends.
    - e. Flat roofs for any construction are prohibited.
    - f. Shingle roofs must be of the “dimensional or architectural” type.
    - g. Tile roofs must be glazed or sealed.
    - h. Metal or metal based roofs may be permitted and will be considered on a case-by-case basis.
    - i. Installation of Roof Gutters or acceptable alternatives are strongly encouraged for proper site drainage and are not considered to be part of the roof overhang.
  5. Landscaping/Hardscaping:
    - a. The Landscaping Plan (required) must contain quality turf, plants, trees and mulch beds. The extensive use of stone, shell or mulch will not be permitted.
    - b. Landscaping is to be strategically placed along exterior elevations to soften the appearance of extensive areas of cementitious walls and enhance the beauty of the structure.
    - c. Fences are limited by the recorded Deed Restrictions and adopted Fence Guidelines.
    - d. All driveways must be concrete or paver block type construction.
  6. Sight Screening:
    - a. Sight screening is required for outside equipment and all trash containers if stored outside of the garage.
    - b. Sight screening is limited by the recorded Deed Restrictions and adopted Fence Guidelines.
    - c. Air conditioner compressors cannot be elevated on a wood foundation.
  7. The Association Will Not Approve:
    - a. Metal swale pipes
    - b. Flat roof designs
    - c. Carports
  8. All set back requirements are per Charlotte County code.
  9. New products, materials or exterior colors may be submitted to the Association for consideration.
  10. Construction specifications not covered by the Design Review Manual Guidelines will be considered on a case-by-case basis.

**Single Family Construction Review Specifications:**

1. Square Footage:
  - a. Minimum air-conditioned living area: 1500 ft<sup>2</sup>
2. Building Height:
  - a. Elevated designs will be reviewed on a case-by-case basis.
  - b. All areas under the first living floor must be fully enclosed including parking and storage areas. The use of lattice material for enclosures will not be approved.
3. Garages:
  - a. Garages must be fully enclosed and attached to the main structure and/or be located under the first living story.
  - b. Garage Size: Minimum 2-car garage with at least 400 ft<sup>2</sup> of unobstructed interior space
  - c. Minimum 8-foot wide overhead garage door for each bay or a 16-foot wide for double bays.

### **Multi-Family Construction Review Specifications:**

1. Square Footage:
  - a. Duplex: Minimum air-condition living area: 1,250 ft<sup>2</sup> per unit
  - b. Three or more units: Minimum air-condition living area: 1,000 ft<sup>2</sup> per unit
2. Building Height:
  - a. Elevated designs will be reviewed on a case-by-case basis.
  - b. All areas under the first living floor must be fully enclosed including parking and storage areas. The use of lattice material for enclosures will not be approved.
3. Garages:
  - a. Garages must be fully enclosed and attached to the main structure and/or be located under the first living story.
  - b. Each unit must have a fully enclosed garage containing a minimum of 200 ft<sup>2</sup> of unobstructed interior space.
  - c. Minimum 8-foot wide overhead garage door for each bay or a 16-foot wide for double bays.
4. Driveway:
  - a. Driveway design in Multi Family areas using tandem parking will not be approved, however, flared driveway areas may be permitted based on site plan review.

### **Boat Docks & Landing Platform Standards:**

No boat docks, landing platforms, or similar structures may be constructed, erected, or maintained by an Owner on the Common Property without the express written consent of the Board of Directors of the Association, which consent may be withheld in the sole and absolute discretion of the Board of Directors. Installation of a boat dock, landing platform or similar structure will require compliance with Board adopted guidelines including but not limited to architectural review and signed agreements with maintenance, insurance, and indemnification provisions.

### **New Construction Compliance Program:**

The Association may establish and from time to time modify the rules regarding the New Construction Compliance Program. Further, the Association may modify the schedule of fees and/or deposits to ensure compliance with and to cover costs related to the administration of the New Construction Compliance Program. Please refer to the separate New Construction Compliance Program for details.

### **Changes to Plans and Specifications:**

Any changes in house plans after the plans have been reviewed and approved by the Design Review Board must also be approved. Such changes shall include but not be limited to changes in roofing materials or color, exterior wall and trim colors, all exterior (elevation) design changes, and any other deviations from the original approved application. Application for changes must be made using the "Request For Review Of Proposed Residential Modification" form which may be obtained from the Association office.

### **Expired Building Permit or Change of Builder/Contractor:**

In the event of an expired, cancelled or voided Charlotte County building permit or a change of the Builder/Contractor the following shall apply: The current Builder/Contractor or Owner must re-submit a new application, plans and specifications along with a \$250 plans and review fee prior to the restart of construction. A change of Builder/Contractor will require a new \$1,000 refundable New Construction Compliance fee.

### **Association Authority:**

1. The Architectural Review process will only begin after the receipt of a complete application. A completed application must include the notarized signature of all owners, and all requested documents, monies, and color samples. Approval shall be effective for a period of one (1) year from the effective date of such approval.

2. Disapproval of plans & specifications that are deemed unsuitable, unacceptable or inappropriate for the subdivisions are based on the sole and absolute discretion of the Association.
3. The Association's Design Review Manual construction specifications may be subject to change from time to time and are not solely limited to the items referenced in this Design Review Manual.
4. Any case-by-case Association approval will be for a single use only and will not be considered a precedent.
5. Any construction or work for which plans, specifications and other materials have been approved must be completed within one (1) year from the commencement date unless otherwise approved by the Board.

**Non-Liability:**

The review and approval, or disapproval, of all plans and specifications submitted for any proposed new construction shall not be deemed approval or certification of the proposed construction for structural safety or conformance with building or other codes. The Association shall not be liable to any Owner or any other person or entity for any loss, damage, or injury arising out of or in any way connected with the performance or nonperformance of the duties hereunder or the approval or disapproval of any plans or specifications.

**Inspections:**

Article 7, Section 9 of the Deed Restrictions provides, among other items, that the Association reserves the right, but not the obligation, to inspect construction as it proceeds. The purpose of any inspection would be to determine that construction is in compliance with the approved plans, specifications and the Deed Restrictions. The Association can impose fines on the Owner for non-compliance with the Approved Plans.

**Enforcement:**

Failure to adhere to this Design Review Manual or The New Construction Compliance Program is a violation of the Deed Restrictions. The Property Owner is responsible for any Deed Restriction violation. The Association enforces the Deed Restrictions. The Association can impose fines on the Property Owner for Deed Restriction violations.

Please contact us if you have any questions and thank you for building in Rotonda Heights. Completed application forms, plans, & specifications and fees may be delivered to the Association:

The Rotonda Heights Conservation Association, Inc.  
3754 Cape Haze Drive  
Rotonda West, Florida 33947  
Phone: 941-697-9722  
Fax: 941-697-0738

Mailing Address:  
P.O. Box 3100  
Placida, FL 33946