

**La Concha Estates
New Home or Exterior Additions Application – Checklist**

Required documents to be submitted to the La Concha Estates Architectural Control Authority (ACA) for plan review and approval:

A. General Submittal Requirements:

- Fully completed Application must signed and submitted as part of the application process.
- Applicable fees **(See Fee Policy)**
- Proof of ownership
- Approved Building/ Development Permit

B. Site Plan Submittal Requirements:

- Site/Survey plans drawn to ¼ inch scale.
- Fence location.
- Front, Rear, and Side setbacks and easements with measurements
- Trash storage
- Mailbox

C. Architectural Plan Submittal Requirements of the New Home or Exterior Additions:

- All construction drawings drawn to 1/4 inch scale.
- Foundation plans.
- Floor plans, including the square footage for each floor under air conditioning, garage, patios, porches, terraces, and attic.
- Building elevations, including sides, front and rear views.
- Location of driveway, patios/decks, porches, trash storage, mailbox, fence, and pool (if applicable)
- Landscape plans (if applicable)

D. Specifications should include the following:

- Type of Roofing materials.
- Type of exterior finish building materials.
- Exterior paint colors.
- Fence material and color.
- Mailbox material and color.

E. Property Owner(s) please be aware of the following requirements: The Property Owner/Builder must display all permits required on a board easily seen from the main road of the property. These permits MAY NOT be posted on trees, mailboxes, or utility poles.

The property owner and builder are responsible for the upkeep of the property during construction. The property must be kept in a safe, hazard free manner. The property must have a Port A Potty and dumpster on site prior to the start of construction.

The completed and signed application, checklist, and all supporting documents may be submitted via mail, email, or hand delivery.

Owner signature _____