



**Architectural Review Worksheet**  
Complete applicable information for your project

Address: \_\_\_\_\_ Property Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_ Property Owner Phone: \_\_\_\_\_

Condominium Approval Letter: Y \_\_\_\_\_ N \_\_\_\_\_

Submittal Type: Preliminary \_\_\_\_\_ Revision \_\_\_\_\_ Final \_\_\_\_\_

Detailed Scope of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Architect Firm: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Builder/Contractor: \_\_\_\_\_ License: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Project Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

**Property - Residence**

A/C Sq. Ft: Ground level: \_\_\_\_\_ 1<sup>st</sup> floor: \_\_\_\_\_ 2<sup>nd</sup> floor: \_\_\_\_\_

FEMA 1<sup>st</sup> habitable floor level: \_\_\_\_\_ Elevation 1<sup>st</sup> Floor Living Level: \_\_\_\_\_

Highest Point of Roof: \_\_\_\_\_ Highest Point of Chimney: \_\_\_\_\_

ORCA maximum lot coverage calculation: \_\_\_\_\_

Set Back Information: 1<sup>st</sup> floor front: \_\_\_\_\_ R side: \_\_\_\_\_ L side: \_\_\_\_\_ Rear: \_\_\_\_\_

2<sup>nd</sup> floor front: \_\_\_\_\_ R side: \_\_\_\_\_ L side: \_\_\_\_\_ Rear: \_\_\_\_\_

Existing & Proposed Elevations: Crown of Road \_\_\_\_\_ Center: \_\_\_\_\_

Front L : \_\_\_\_\_ Back L : \_\_\_\_\_ Front R : \_\_\_\_\_ Back R: \_\_\_\_\_

**Pool - Spa**

Contractor: \_\_\_\_\_ Name: \_\_\_\_\_ License # \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Monroe County permit # \_\_\_\_\_

Detailed Scope of Work: \_\_\_\_\_  
\_\_\_\_\_

**Docks - Davits - Lifts - Piers**

Contractor: \_\_\_\_\_ Project Manager: \_\_\_\_\_ License # \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Monroe County Permit #: \_\_\_\_\_ ORCA Boat Lift Notice Required: Y \_\_\_\_\_ N \_\_\_\_\_

Detailed Scope of Work: \_\_\_\_\_  
\_\_\_\_\_



# Landscape

Architect Firm: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Installing Contractor/Project Manager: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Detailed Scope of Work:** \_\_\_\_\_

ORCA Roadside Swale/s Length: \_\_\_\_\_ Ft. Width: \_\_\_\_\_ Ft. Depth: \_\_\_\_\_ Inches

MC Side Swale/s Length: \_\_\_\_\_ Ft. Width: \_\_\_\_\_ Ft. Depth: \_\_\_\_\_ Inches

MC Rear Swale/s Length: \_\_\_\_\_ Ft. Width: \_\_\_\_\_ Ft. Depth: \_\_\_\_\_ Inches

## Exterior Materials

**SUBMIT PHOTO OF 10' X10' PAINT SAMPLE/S ON EXTERIOR WALL FOR FINAL APPROVAL**

) Roof material: \_\_\_\_\_ Color: \_\_\_\_\_

) Wall material / finish: \_\_\_\_\_ Color: \_\_\_\_\_

) Accent Trim material / finish: \_\_\_\_\_ Color: \_\_\_\_\_

) Window – Door material: \_\_\_\_\_ Color: \_\_\_\_\_

) Shutter material / finish: \_\_\_\_\_ Color: \_\_\_\_\_

) Soffit / fascia material: \_\_\_\_\_ Color: \_\_\_\_\_

) Driveway Material/s: \_\_\_\_\_ Color: \_\_\_\_\_

) Driveway Metal Storm Water Drain Y \_\_\_\_\_ N \_\_\_\_\_

) Patio material/s: \_\_\_\_\_ Color: \_\_\_\_\_

***The above has been completed by me and represents the full scope of the intended project. I, the undersigned, have obtained a copy of, have read and fully understand the ORCA Building Regulations and Restrictions:***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

### ORCA STAFF ONLY

Submitted Date: \_\_\_\_\_ CMS Date: \_\_\_\_\_ DZ: \_\_\_\_\_ Rcvd: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ Name: \_\_\_\_\_ Class \_\_\_\_\_

Date Arch Review: \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Deposit Due: \_\_\_\_\_

Comments: \_\_\_\_\_

Revisions Review Date: \_\_\_\_\_ Arch Review Date: \_\_\_\_\_

Comments: \_\_\_\_\_