

Checklist  
ARB Request – **Outbuilding**

Owner Name

Property Address

**This REQUIRED checklist should be completed in the preparation stage then attached, along with any supporting information, to your ARB Request. Incomplete submissions will be rejected and may cause a delay in your project being considered for approval.**

1. Has Work Been Started Prior to Receiving Written ARB Approval
  - (1) Yes – You are now subject to a \$150.00 Late ARB Application Fee (Payment of the Late ARB Application Fee does not guarantee approval after the fact, and denial of the modification request will result in you having to remove the unapproved modification at your own expense.)
    - (a) Describe Why Work Was Started Prior to Approval \_\_\_\_\_
  - (2) No
2. Lot Type (Select all that apply)
  - (a) Standard
  - (b) Corner
  - (c) Cul-de-sac
  - (d) Preserve
  - (e) Lake
3. Internal Construction
  - (a) Metal Stud
  - (b) Wood Stud
4. Exterior Material
  - (a) Brick
  - (b) Stone
  - (c) Stucco
  - (d) Vinyl Siding
  - (e) Wood Siding
    1. Horizontal Lap
    2. Vertical RB&B/Grooved (**NOT Permitted in OK or WA**)
  - (f) Cement Fiber
    1. Hardie Plank
    2. Allura
    3. GAF Weatherside
  - (g) Rubber/Plastic/Metal – **NOT Permitted**
5. Roof Material
  - (a) Asphalt Architectural Shingle
    1. Shingle Color \_\_\_\_\_
    2. Shingle Manufacturer \_\_\_\_\_
  - (b) Metal
    1. **NOT Permitted**
6. Dimension – **\*See Diagram**
  - (a) Length
    1. \_\_\_\_\_ ft
  - (b) Width

- 1. \_\_\_\_\_ ft
- (c) Wall Height
  - 1. \_\_\_\_\_ ft
- (d) Roof Peak Height
  - 1. \_\_\_\_\_ ft
- 7. Setback Distance - **\*See Diagram**
  - (a) Rear Property Line
    - 1. \_\_\_\_\_ ft
  - (b) Side Property Line
    - 1. \_\_\_\_\_ ft
  - (c) **Outbuilding shall not be placed forward of the rear corners of the home per Clay County Land Development Ordinance**
  - (d) **Outbuilding shall not be placed within a platted drainage easement**
- 8. Orientation - **\*See Diagram**
  - (a) Peaked end of the outbuilding (gabled end) shall be oriented towards the closest adjacent fence
- 9. Completely screened from view by a 6' opaque fence
  - (a) Yes
  - (b) No
- 10. Survey Attached
  - (a) Yes
  - (b) No

**NOTE**

ANY ARB REVIEW/APPROVAL IS FOR ARCHITECTURAL REVIEW PURPOSES ONLY

IT DOES NOT OVERRULE ANY LOCAL, STATE, OR FEDERAL GUIDELINES OR PERMIT REQUIREMENTS FOR THE DESIRED CONSTRUCTION. IT IS THE LOT OWNER'S RESPONSIBILITY TO OBTAIN AND COMPLY WITH SUCH. YOU ARE UNDER A LEGAL OBLIGATION TO COMPLY WITH ALL RECORDED COVENANTS AND RESTRICTIONS AFFECTING YOUR PROPERTY. THE ARCHITECTURAL CONTROL COMMITTEE (ARB COMMITTEE) REVIEW OF YOUR PLANS WAS LIMITED TO THE ASSOCIATION'S GUIDELINES.

THE ASSOCIATION'S OR OTHER PARTIES' RIGHT TO LEGALLY ENFORCE ALL PROVISIONS OF THE COVENANTS AND RESTRICTIONS WITH WHICH YOU MUST COMPLY