

WILD HERON ARCHITECTURAL REVIEW CONSTRUCTION PROCESS

1. Purchase Property
2. Review Governance Documents: [Covenants & Restrictions](#) and [Architectural Review Criteria](#); submit all new forms from Welcome Packet from POA office 850-249-1516 or email wildheronpoa@gmail.com
3. Commission Property Survey that includes:
 - Boundary
 - Topography at 1'0-0" intervals
 - Trees greater than 4" caliper
 - Utility locations
 - Centerline of road
 - Identifies and depicts environmentally protected areas and boundaries
4. Select Approved Architect from website [here](#)
5. Submit Preliminary Design Review Package (plans and application) to ARB by deadline (first Thursday by 5pm) and pay \$5,000 ARB Review Fee
6. Architect will receive comments via email on third Monday of the month via email. *NOTE: depending on the ability of the design to meet Wild Heron standards, multiple Preliminary Reviews may be required.*
7. Architect will present package to ARB; ARB will vote to approve or deny the corrected Preliminary Design at the meeting.
8. Architect will submit Final Design Package [plans, spec sheets for all exterior surface finish materials, colors and fixtures and design board by deadline (first Thursday by 5pm)]
9. Architect will receive comments via email on third Monday of the month on Final Design Package.
10. Architect will revise Final Design Package to address comments with all changes clouded on full set of plans submitted digitally no later than noon on third Thursday of the month.
11. Architect will present Final Design Package to ARB; ARB will vote to approve or deny the corrected Final Design Package at the meeting. *Approved plans are valid for one year after final approval. Due to number of corrections necessary, multiple final plan reviews may be necessary.*
12. Final plans will be submitted to CDD Engineer of Record and CDD Ecologist for approval of proposed site plan.
13. Select approved General Contractor from website [here](#).
14. General Contractor to apply for Bay County Building Permit.
15. General Contractor to make appointment for Pre-Construction Meeting (via email to wildheronARB2023@gmail.com). Please allow 48 hours' notice for this appointment. The Wild Heron Compliance Officer will discuss the rules and regulations. (See [Architectural Review Criteria](#) Section 7)
16. Submittal of all items on [Pre-Construction Conference Checklist](#) (some necessary prior to conference)
17. General Contractor to schedule lot clearing with Wild Heron Compliance Officer.
NO LOT CLEARING SHALL START WITHOUT ARB COORDINATOR ONSITE
18. Silt and/or protective fencing to be erected **IMMEDIATELY AFTER CLEARING AND BEFORE CONSTRUCTION COMMENCES.**
19. General Contractor to make arrangements with PCB Water Department for construction water 850.233.5100.
20. Commence construction. Construction will be regularly monitored for compliance with the approved drawings, Architectural Review Criteria and Wild Heron Covenants & Restrictions.
21. Exterior color selections to be physically painted on side of home for physical review of ARB when appropriate.
22. Once construction is complete, consult the Construction Final Review Checklist for construction closeout requirements.