

ROTONDA LAKES CONSERVATION ASSOCIATION, INC.

**Design Review Manual
Guidelines for New Construction
March 2020 (Updated 2-2024 &
2-2025)**

Recorded Deed Restrictions provide for Architectural Review and Approval by the Rotonda Lakes 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 found on Association website at www.mygreencondo.net/rotondaLakes/index.
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. Landscape plan to include size of plants/trees. The sight screen plan must be PVC, white or beige, at least 5' tall on garage side of home.
7. For Fenced in properties (behind home) - (See separate Fence and Sight Screen Guidelines).
8. Color samples (**Manufacturer's color chips**) for exterior main, trim, front door, garage door, soffit, and window frame colors. Not necessary for white.
9. Roof colors and materials (description of color, name of manufacturer, and picture).
10. **There is a non-refundable plans review and inspection fee of \$400 payable to Rotonda Lakes Conservation Association, Inc.** There is an Additional review fee of \$100 applicable after two plan rejections payable to Legacy Property Management.
11. There is a refundable New Construction Compliance fee (Clean Site Deposit) of \$5,000 payable to Rotonda Lakes Conservation Association, Inc., which must be paid with your application. This deposit may be refunded if the site is kept in compliance and need and clean. This fee must be requested within 6 months of CO along with the CO. Requests not made within 6 months are forfeited.

Single Family Construction Review Specifications:

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. Square Footage:
 - a. A minimum air-conditioned living area: 1500 square feet.
3. Building Height:
 - a. Two story homes or homes with enclosed parking underneath will be considered on a case-by-case basis taking into consideration size and orientation of the lot, exterior elevation transitions between adjacent lots, and other aesthetic impacts.
 - b. Elevated designs will be reviewed on a case-by-case basis.
4. 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 **425 sq ft. with at least 400 sq. ft. of UNOBSTRUCED interior space.**
 - c. Minimum 8-foot-wide overhead garage door for each bay or a 16-foot wide for double bays.
5. Exterior Elevations:
 - a. The same exterior elevation on adjoining lots is not allowed, whether or not the garage is reversed. Builders are responsible to ensure that front elevation and paint colors are not the same on either the left or right of the property, as well as being sensitive to home across the street.
 - b. Long 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 a cementitious finish.
 - e. Stem wall foundations are mandatory for all perimeter walls of the house including but not limited to pool decks, patios, lanai, and any deck.
 - f. Siding on exterior walls may be approved and will be considered on a case-by-case basis.
 - g. Exterior elevation designs must contain a minimum of two (2) of the following features:
 - Columns
 - Raised quoins
 - Raised decorative bands
 - Visually interesting front window design
 - Architecturally pleasing front entries
 - Roof & exterior wall offsets
6. Windows:
 - a. Minimum of 1 window is required on both left and right elevations to break up long blank wall expanses. **Windows bands must be added to the sides and front of the home** and/or the front window may have a visually interesting window design.
 - b. Minimum of 1 window of **at least 8 square feet is required on the front elevation** in addition to any window glass incorporated in the front door or its side panels.
 - c. Visually interesting window designs are required on the front elevation.
 - d. Glass block on exterior elevations will be considered on a case-by-case basis.
 - e. Raised stucco motif “faux” windows may be considered on a case-by-case basis.

7. 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. Gable or high front entrance hip ends may be less than 18 inches and will be considered on a case-by-case basis.
 - 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.

8. Landscaping/Hardscaping:
 - a. The Landscaping Plan (required) must contain quality turf, plants, trees and mulch beds. The use of stone, shell or mulch cannot exceed 10% of the pervious lot area.
 - 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. **The front corners of the home must be wrapped with landscaping plants of at least 3 gallons and 50% of the left and right elevation must be landscaped.** Size of plants/trees must be shown.
 - c. Consideration should be given to Florida Friendly Landscaping – see www.floridayards.org. Invasive plants and trees are prohibited – see <https://assessment.ifas.ufl.edu/assessments/>.
 - d. Perimeter fences are limited by the recorded Deed Restrictions and/or adopted Fence Guidelines.
 - e. All driveways must be concrete or paver block type construction with a main area 2 lanes wide.

9. Sight Screening:
 - a. Sight screening is required for all outside equipment, except A/C units. **There is a mandatory sight screen required on the garage side of the home at least 5’ tall** for trash containers, lawn tools, or for items stored outside of the garage blocking any view from the street or adjoining property.
 - b. Air conditioner compressors cannot be elevated on a wood foundation. Units do not require sight screening.

10. Sheds: The following provisions apply to newly constructed specifications for Utility Sheds. All Utility Shed requests must be submitted to the Association for Architectural review prior to installation. Sheds must be submitted using the Shed Residential Modification Committee (RMC) form. **Sheds require a deposit of \$150, which must be two separate checks - \$75 deposit (refundable) and \$75 inspection fee and must accompany the RMC form.** County permits must be submitted with shed requests. See separate shed documentation.
 - a. Only one (1) Shed per household (not per Lot) will be approved.
 - Check Charlotte County for shed permitting compliance – A permit must accompany all shed requests. Shed submittals must follow Charlotte County Rules and Regulations.
 - b. Building and Shed Placement Specifications. The maximum size of the shed is 144 sq. ft.
 - All utility Sheds must be placed to the rear of the property and no closer than ten (10) feet from the property line along any side of the structure.

- The maximum height to the highest peak is ten (10) feet.
- All Sheds must be built on level ground with a solid wood or concrete base.
- The proposed Utility Shed must be painted the same color palette as the residential home, and roof must match the house.
- The construction material must be of wood construction. No plastic, metal, or prefabricated tin utility Sheds are allowed to be installed.

11. The Association Will Not Approve:

- a. Mobile, modular, manufactured homes or similar structures
- b. Metal swale pipes
- c. Flat roof designs
- d. Carports

12. All setback requirements are per Charlotte County code.

13. **All sites must have a sign no larger than 18” x 24” with Builder Name, Builder Phone Number, Builder Email Address and Address of lot.**

14. New products, materials or exterior colors may be submitted to the Association for consideration.

15. Construction specifications not covered by the Design Review Manual Guidelines will be considered on a case-by-case basis.

16. All power lines must be underground from the pole to the home.

Multi-Family Construction Review Specifications:

1. Square Footage:

- a. Duplex: Minimum air-conditioned living area: 1,200 sq. ft per unit.
- b. Three or more units: Minimum air-conditioned living area: 1,000 sq. ft. 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 216 sq. ft. or at least 200 sq. ft. 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” (RMC) form which may be obtained from the website or 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 Owner/Builder must notify the Association immediately. The current Builder/Contractor or Owner must re-submit a new application, plans and specifications along with a \$400 plans and review fee prior to the restart of construction. A change of Builder/Contractor will require a new \$5,000 refundable New Construction Compliance fee. The previous Clean Site Deposit may be retained by the Association.

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. Builder/Owner must notify Association in writing of Construction that may last longer than 12 months and state the reason for the extension and a completion date.**
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 ACC 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 8 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 of \$100 a day per violation for non-compliance, And may issue a stop work order. Sites must be kept clean and after written email will be fined after 48-hour notice. It is the contractor’s responsibility to notify management of name, phone number, and email address of contact person for notifications on the original construction application.

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.

ALL CONSTRUCTION SITES ARE TO BE KEPT IN A CLEAN AND NEAT CONDITION. ALL CONSTRUCTION SITES MUST BE SECURED AT LEAST 48 HOURS IN ADVANCE OF A NAMED STORM.

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

The Rotonda Lakes Conservation Association, Inc.

Mailing Address:

The Rotonda Lakes Conservation Association, Inc.

C/O Legacy Property Management
642 N Indiana Avenue
Englewood, FL 34223
Email: bthomas@legacygroupswfl.com



Owner Signature

Builder Signature

Date

Date