

Submittal Requirements and Procedure

INTRODUCTION

The Lake Nona Laureate Park Design Review Board hereafter referred to as the (DRB) will endeavor to assist Applicants and their designers to implement the quality of architecture and design in the community consistent with the vision planned for Laureate Park. The DRB represents the Master Developer and acts as a liaison between the Applicant and the Master Developer.

None of the design or site improvements may be undertaken until the approvals described in this manual have been obtained. Similarly, the final plans may not be submitted to the local building and/or development review department of the City of Orlando for permitting until the DRB has reviewed and approved them in writing or cleared them for simultaneous approval.

The DRB does not assume any responsibility for the structural integrity, public health or safety of any of the improvements resulting from plans approved for construction. Compliance with the Laureate Park Community Master Declaration of Covenants, Restrictions and Easements, applicable state laws, local government ordinances, building codes and/or regulations that are more restrictive than these guidelines will take precedent. If such requirements are less restrictive than the guidelines, then these guidelines shall govern.

SECTION 1 ~ DESIGN REVIEW PROCESS

The Review Process will occur in (5) five steps and applies to all construction including, but not limited to, new construction, any alterations, additions or deletions to existing structures, site improvements, hardscape, landscape, signage, or lighting.

Step 1 – Pre-Application Meeting

This meeting is held between the DRB Coordinator and the Applicant/designer prior to formal application. The purpose of this meeting is to discuss the requirements for submittal and answer any questions regarding the guidelines or specific issues related to the site. Prior to scheduling this meeting, it is recommended that the Applicant/designer obtain a copy of the application form (Exhibit 1), the submittal requirements checklist (Exhibit 2) and the Laureate Park Design Review Manual, read them thoroughly, and prepare any questions for the DRB Coordinator in advance of the meeting. The Master Developer reserves the right to assess reasonable fees associated with the processing and review of all applications. Applicants are encouraged to review the fee schedule, if applicable, in advance of submittal.

Step 2 - Application Submittal

Under this step, the Applicant and/or his designers, formally submit the plans and supporting documents for review by the DRB.

Step 3 - Initial Sufficiency Review of Application Submittal

Prior to formal review of the submitted Application, the DRB Coordinator will review the Application to determine whether it includes sufficient information in the correct format to warrant a formal review. The following review criteria will be used by the Coordinator in evaluating an application:

- Has the base information been clearly and completely shown and prepared in the required graphic format as specified herein?
- Has a home plan and elevation been provided in the correct format and does it include all of the information requested?
- Has a home design summary tabulation been provided that includes all of the information requested?
- Has a site elements and site lighting plan been provided in the correct format that provides all of the information required?
- Have all other details been provided in the correct format to clearly show the extent of the site elements, site furnishings and site lighting?

If the Application is not considered to be complete, the DRB Coordinator will return it to the Applicant together with a summary list of deficiencies.

Step 4 - DRB Review

Once the DRB Coordinator determines that an Application is sufficiently complete, the application will be forwarded to the DRB for formal review. The following review criteria will be used by the DRB in evaluating an Application:

- Is the submittal consistent with the overall design vision for Lake Nona?
- Is the submittal consistent with the general and specific design requirements of Laureate Park?
- Does the elevation and design favorably contribute aesthetically to the streetscape, vistas or views as seen from all perspectives, including open public spaces, or across water bodies along any side of the site development?
- Does the elevation and design compliment neighboring developments or sites?
- Is the overall site design acceptable to the DRB in its sole discretion?

The DRB will return the application to the Owner after making one of the following decisions:

- Approval with no exceptions so that the project may proceed to building permit review by the City of Orlando;
- Approval with modifications required as noted. Modifications must be documented on a set of revised plans and provided to the DRB prior to commencement of construction. A letter must also be signed by the Applicant and sent to the DRB stating that all of the conditions have been met prior to final acceptance by the DRB.
- Approval denied with an explanation of the reasons for disapproval. If approval is not granted, a revised application and fee may be resubmitted and reviewed in the same fashion as the initial application. If any modifications are made after the final Application has been approved, the proposed revision must be submitted to the DRB with an Application for Change form for review and approval prior to commencement of construction.

- The decisions of the DRB will typically be made in writing within 30 working days of receiving the accepted Application and fee. A copy of the application together with a completed review form summarizing the findings and comments of the DRB will be returned to the Applicant. The DRB action shall be placed in writing to the Applicant. No commencement of construction may occur until document is delivered to the Applicant.

Notes:

- In reviewing each submission, the DRB may consider any factors it deems relevant, including, without limitation, harmony of external design with surrounding sites and the community common areas. Decisions may be based on the DRB's interpretation of the design criteria contained in this manual.
- Each Applicant acknowledges that determinations as to such matters are purely subjective and opinions may vary as to the desirability and/or attractiveness of particular designs or improvements, but in all cases the decision of the DRB is final.
- Variances from these guidelines are strongly discouraged and may delay reviews, however all variance requests pertaining to the Laureate Park Design Guidelines shall be noted on the original application. Any variances granted will be considered based on the unique circumstances associated with the project. Upon any appeal for a variance from these criteria, the DRB will exercise their own discretion. Any and all decisions made by the DRB are final.
- The DRB may consider, at their sole discretion, any alternatives to these standards if the alternative meets or exceeds the same design objectives.
- All approved DRB approvals shall expire six (6) months from the date of their final approval. If construction has not commenced within the six (6) month time frame, the DRB approval shall expire. Extensions may be considered on a case by case basis at the sole discretion of the DRB. The DRB may modify any conditions of the original approval as part of any extension.

Step 5 - Final On-Site Review and Acceptance

The DRB will monitor construction throughout the building process. The DRB reserves the right to stop construction should the construction be inconsistent with the approved Application submittals. Any and all liability for damages resulting from delays, trades persons, or any other factor will be borne by the Applicant, who will hold the Master Developer and the DRB or their designated assignees harmless. The Applicant will resume work as soon as possible after corrections have been made and found to be in compliance with the approved Application submittals.

During and after all of the construction improvements have been made; the DRB or its authorized representative may enter upon any portion of the site to observe the work underway. The purpose of this site visit(s) will be to confirm that the design intent has been met and all of the improvements have been provided in accordance with the approved Application.

SECTION 2 – SUBMITTALS

The Applicants or their designers of each project at Laureate Park will prepare and submit three (3) sets of professionally prepared home plans and other required information to the DRB at the following location:

Laureate Park Review Board (DRB)
Attn: DRB Coordinator
9801 Lake Nona Blvd
Orlando, Florida 32827
(407) 851-9091

Submittal Requirements and Process

The submittal requirements for the scope of work falling under the Design Review Manual require the Applicant to complete two (2) application forms provided by the DRB Coordinator and prepare a submission consisting of three (3) sets of plans and related support documents as follows:

1. Exhibit 1 - This form provides the DRB Coordinator with basic information regarding project being submitted, the Applicant and the Applicant's design team.
2. Exhibit 2 - This form represents a checklist of all of the items that need to be documented and included in the submitted application before the DRB will review it. The Applicant is required to submit each item that relates to their site and is documented in their Application. All of the items need to be checked off except any design improvements that are not being provided. Any non-applicable improvements be noted as 'N/ A'.
3. Prepare the submittal plans and supporting documentation identified in the Exhibit 2 checklist. The process of preparing the plans begins by first selecting a graphic scale and sheet size and preparing a base sheet that will represent the underlying base for the individual landscape, irrigation and site elements plans. These requirements are summarized in parts A and B of the Exhibit 2 checklist.
4. The Applicant shall compile catalog cuts, details, architectural plans and other support documentation required as part of the submittal.
5. Once the submittal package is completed, the Applicant provides the DRB Coordinator with three (3) copies of the entire submittal together with payment to cover the fee for the DRB review.