DESIGN APPLICATION

**Preliminary **

**Final **

Plans must be submitted to Owners Association at the

a) preliminary and b) final/construction phase of planning and design.

Application for approval of proposed plans shall be submitted with payment

in the amount of $2,500.00 payable to Gateway Centre Property Owners Association.

One set of plans shall be submitted for each review by

email to dawn.huntleyproperties@gmail.com

or mailed to Gateway Centre Property Owners Association

2033 West McDermott Drive, Suite 320-228, Allen, TX 75013

Application Information

Job Address:

Parcel Number:

Type of Review: Building: \_\_\_\_\_\_ and Landscape: \_\_\_\_\_\_ ***(includes signage/fencing)***

Owner’s Name:

Owner’s Address:

Owner’s Telephone:

Architect/Engineer’s Name:

Architect/Engineer’s Telephone:

Builder’s Name:

Builder’s Telephone:

REVIEW FEE: $ 2500.00

***(please make check payable to Gateway Centre Property Owner’s Association)***

I acknowledge and certify that all items on this attached checklist are complete and accurate to the best of my knowledge and belief. I recognize that any incompletion/inaccuracy may result in delay and/or resubmittal for staff approval.

Applicant's Signature: Date:

Gateway Centre Architectural Control Committee:

Final Approval:

Applicant Notified:

Date:

Date:

Checklist for Application:

Preliminary Application should include:

* 1. Site Plan, which at a minimum shall include:
		+ site location
		+ site survey
		+ building location (overall dimension and height)
		+ setbacks
		+ site circulation
		+ landscaped areas
		+ lighting plan
		+ grades (existing and proposed)
		+ connections to existing utility lines
		+ site drainage
		+ projected number of employees
		+ number of parking spaces
		+ truck loading and service areas
	2. Building Design, which at a minimum shall include:
		+ floor plans
		+ elevations (in color or, with color samples)
		+ prospective rendering (optional)
		+ building materials
		+ colors and finishes
		+ architectural treatments
		+ rooflines
	3. Landscape Design, which at a minimum shall include:
		+ location and species of existing trees and shrubs
		+ number, location, species and size of proposed trees, shrubs, ground cover
	4. an engineer's report comparing the before and after conditions, and the change in storm water runoff, and recommending adequate methods of detention

Working Drawings and specifications for:

* engineering
* architectural
* landscaping

Final Review Application should include all of the above with a list of changed items from the Preliminary Review to Final Review, as well as any new or additional engineering, architectural and landscaping information.

1. PUBLIC APPROVALS

These Design Criteria are supplemental to existing zoning, and existing codes in the portions of the Property located within the Cities of St. Petersburg and Pinellas Park, respectively ("City Standards"). All requirements of applicable public agencies must be followed in the development of Gateway Centre, and all plans must be approved by the respective cities. Applicants are responsible for all governmental permits.