

HARC (Minimum Requirements For Submittals)
Please be advised that HARC staff can request additional information

TYPE OF WORK	MINIMUM REQUIREMENTS
Air Conditioner Units	<ul style="list-style-type: none"> ➤ Location of the unit (roof, ground, wall mounted). ➤ Site plan showing location of unit with dimensions of setbacks. ➤ If to be placed on roof, roof dimensions including height of roof and setbacks from edge of eaves, also must show safety railings if is less than 10' from edge of roof or roof hatch as applicable. ➤ Photo of proposed site and photo of house from street / sidewalk. ➤ If applicable, total height including base. ➤ Survey may be requested
Canvas awnings	<ul style="list-style-type: none"> ➤ Scale plan and elevation drawings showing location and form. ➤ For new or recovered awnings fabric and color sample.
Exhaust Fans	<ul style="list-style-type: none"> ➤ Location of the fan (roof or wall mounted). ➤ Site plan showing location of unit with dimensions of setbacks. ➤ If to be placed on roof, roof dimensions including height of roof and setbacks from edge of eaves, also must show safety railings if is less than 10' from edge of roof or roof hatch as applicable. ➤ Photo of proposed site and photo of structure from street / sidewalk. ➤ Total height of unit including base. ➤ Survey may be requested
Fences	<ul style="list-style-type: none"> ➤ Survey indicating where fence is to be placed (highlight fence-line). ➤ Photo showing area where fence is to be placed. ➤ Lineal footage and height (note that in front yard, 4 feet maximum). ➤ If fence is 6 foot high solid; neighbors' written consent. ➤ Type of fence, color and material.
Gas tanks Pool equipment Tank & equipment Pads	<ul style="list-style-type: none"> ➤ Survey and site plan showing proposed location of tank, equipment and lines. ➤ Photo of proposed site and photo of house from street / sidewalk. ➤ Measurements of tank, equipment and pad, including height.
Gutters Downspouts	<ul style="list-style-type: none"> ➤ Photo of part of house where gutters will be installed. ➤ Specify the type of gutters and exact location of downspouts.
Minor maintenance (examples-replacement of: siding, pickets, windows & doors trims, balusters, porch decking boards)	<ul style="list-style-type: none"> ➤ Photos showing condition. ➤ Square footage or lineal feet to be replaced, location description, proposed materials and colors. ➤ For porch decking boards for front or side porches - type of board, material, location and color. ➤ For balusters - drawing, material and color.
Painting Repainting	<ul style="list-style-type: none"> ➤ Current color photo of part of house that will be painted and photo of structure from street / sidewalk. ➤ Paint chips with descriptions of work.
Pavers Decks Sidewalks Driveways	<ul style="list-style-type: none"> ➤ Survey showing area to be paved. ➤ Photos of proposed paving material, including color and texture and area to be paved.

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Railings	<ul style="list-style-type: none"> ➤ Photo of part of house where railing will be installed and photo of house from street / sidewalk. ➤ Scaled drawing showing type of balustrades, materials, measurements and colors.
Rehabilitations Renovations Alterations Additions New Construction Demolitions	<ul style="list-style-type: none"> ➤ Two sets of full scaled drawings, photos of existing conditions, including area of proposed modification and survey including flood zone lines and spot elevations. ➤ Survey must be signed and sealed by Florida licensed land surveyor. ➤ For new construction or proposals that require massing or height change - street elevation showing adjacent neighboring structures. ➤ For rehabilitations, renovations, restorations, alterations, additions, and new construction a longitudinal section will be required showing the buildings exterior structural construction. ➤ For rehabilitations, renovations, and alterations percentage of historic fabric that will remain in the building. ➤ Photos of existing.
Roofs	<ul style="list-style-type: none"> ➤ Photo of house where the roof will be replaced and a photo showing roof condition. ➤ Include skylights and hatches, if applicable. ➤ Description of roofing material to be used. ➤ Specify what is existing and what is proposed, color and where the work will be done (main house, back addition.)
Sheds Accessory structures	<ul style="list-style-type: none"> ➤ Survey and site plan showing placement. ➤ Photo of area where to be placed and photo of house from street / sidewalk. ➤ Scaled drawings including measurements and materials.
Shutters Hurricane panels	<ul style="list-style-type: none"> ➤ Photo of part of house where to be installed and photo of house from street / sidewalk. ➤ Photo or drawing of new shutter and color sample. ➤ Description of shutter including style and material. ➤ If hurricane protection shutters, NOA (notice of acceptance for wind loads).
Signs	<ul style="list-style-type: none"> ➤ Scale drawing including size, font, color, design and materials. ➤ If neon or halo effect sign, a drawing depicting effect during night. ➤ Photo of place where the sign will be installed and photo from street / sidewalk. ➤ Description and drawing of mounting style. ➤ Size of fonts / letters. ➤ Completed height and setbacks. ➤ Type of illumination, if applicable. ➤ Number of existing signs for specific business and photos of each sign. ➤ Resurfacing an existing sign requires a HARC application.

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Swimming pools Hot tubs	<ul style="list-style-type: none">➤ Survey showing location of pool.➤ Photos of area where the pool will be located.➤ Scaled drawings including a site plan with proposed setbacks and proposed materials.➤ All pool features including decks and walls must be included.
Windows Doors	<ul style="list-style-type: none">➤ Photo of area of house where new units be installed and photos of each existing door or window to be replaced and photo of house from street / sidewalk.➤ Manufacturer's description of window or door, including materials and design.➤ Colors – paint chip.