

# MetroWest

## NEW DEVELOPMENT REVIEW PROCEDURES

*All development needs to follow the “CPTED” guidelines:  
Crime Prevention Through Environmental Design*

### ➤ 15.1 Pre-application Meeting


- Meet w/Management to discuss development plans
  - Schedule appointment to meet with Management/Public Safety
  - Present preliminary plan
  - Review MetroWest Master Association (MWMA) HOA Governing Documents ([www.metrowestcommunity.com](http://www.metrowestcommunity.com) under **Resource tab and MWMA Documents**)
  - Submit MWMA Architectural Modification Application Form with all supporting documents shown below in “Preconstruction Conference” section
  - Must be harmonious with surrounding structures
  
- Set meeting with MWMA Design Review Board to present development plans (*In person at a duly called DRB meeting with application, application fee and conceptual presentation*)
  
- Once MWMA DRB approves, MWMA DRB Consultant reviews City Staff Report and all construction submittals PRIOR TO MPB (**at Developer’s/ Member’s Expense**)
  
- Once reviewed and approved by MWMA DRB Consultant, set meeting to present to MWMA Board & Community
  
- After MWMA Board Meeting, Municipal Planning Board Public Hearing (*Notice to be posted 300’ from development location at least 14 days before MPB*)
  
- Once approved by MPB, can move to City Council approval
  
- City Council Agenda - Once approved by City Council without objection development can move forward & set MWMA Preconstruction Conference

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### ➤ 15.2 Preconstruction Conference

-  **PRIOR to equipment or any ground breaking or construction activity, the following (but not limited to) must be received, reviewed, and approved:**
- Construction Schedule
  - Construction Site Plan
  - Interior & Exterior Roadway Cleaning/Drainage During Construction
  - Construction Cleaning Description and Schedule (*including roadway runoff/flooding impact and sediment filter sock installs*)
  - Construction Signage (*Trespassing posted in accordance with FL Statute, Road/Detour Closure(s), Hardhat Area*)
  - Construction Operational Hours
  - Fencing/Screening Layout Rendering (*must be screened around all visibly seen roadway(s)/sidewalk perimeters and be 6’ minimum height, show entrance(s), and be ground anchored every 12’-15’*)
  - Security (*security systems: security officers, fencing locks, lights, cameras, etc*)
  - Construction Entrance(s) Staging (*no equipment stored outside construction fenced area, layout of construction trailer, parking (if and what overnight parking needed) and portalets*)
  - Loading/Unloading Area (if outside fenced areas)
  - Delivery entrances and drop location(s) and Times of Deliveries
  - Pedestrian Traffic (*sidewalk impact, closure/detour necessity, planned reroute or MOT*)
  - Contact List for Project (Project Manager, Site Foreman and Lead Foreman emergency email & cell phone # contacts)
  - No sub-dividing of parcels without PRIOR approval from MWMA  
*MWMA Declaration sections 1.49, 4.9.5 and 4.9.26*

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### ➤ 15.3 Construction Site Submittals

☒ Once MWMA DRB approves, MWMA DRB Consultant reviews City Staff Report and all construction submittals **PRIOR TO MPB (*at Developer’s/ Member’s Expense*)**

- **Master Site Plan (Engineering Drawings)**
- City Staff Report-**PRIOR** to any City Municipal Planning Board meeting
- Building Design, shape, size/measurements
- Building Color Pallet
- Specs of all Materials
- Signage (rendering/specs, size, illumination, etc.)
- Engineering Study
- Traffic Study
- Site Analysis
- Landscape & Irrigation Schematic
- Dumpster Enclosures-including recycling
- Grocery Cart Plan (*if any business with grocery carts, must have plan for cart corral and/or pickup*)
- Floor Plan(s)
- Foundation & Framing Plan
- Roof Design
- Drawings, Plat, Pictures/Rendering
- Utility Plan/Lighting-(*Including Photometric, fixture type(s), color, design*)
- Parking Plan
- Drainage System
- Any interior street names shall be approved by DRB
- Security System(s)
- Must be harmonious with surrounding structures
- Construction staging, fencing and curb appeal during construction

***Must be screened around all visibly seen roadway/sidewalk perimeters & be 6’ minimum height, show entrance(s), and be ground anchored every 12’-15’***

- Construction Signage (*Trespassing posted in accordance with FL Statute, Road/Detour Closure(s), Hardhat Area, etc*)
- Management/Leasing Trailer Layout/Location
- Construction Schedule and Site Plan PRIOR to work commencing
- Any and all Permits PRIOR to work commencing
- Design Review Board (DRB)-*Third Wednesday each month 2p*  
***In person at a duly called DRB meeting with application, application fee and conceptual presentation***
- MWMA Board of Directors Review/Approval
- Three Consultant Reviews (up front, 50% completed, and final)-***at developer expense***
- MWMA DRB Chairman and MWMA Director of Public Safety included in all inspections/reviews
- ***Certificate of Approval provided by MWMA once development is all complete and all As-Builts are received***

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### ➤ 15.12 Project Completion

- Once construction is complete, MWMA will scheduled final review/inspection w/DRB Consultant (at Developer/Member expense) for MWMA Certificate of Approval.
  - Includes both Day & Night Inspections
  - ALL final As-Builts (including locations of all unground utilities, irrigation systems, final landscape plans, buildings and addresses, fire safety, security systems, amenities, paved areas, etc.), Building COs, and completed Permits must be submitted to MWMA at time of completion