

PALENCIA APPLICATION

Applicant Information

Applicant's Name: _____

Address: _____

Telephone: Business: _____ Home: _____ Fax: _____

Preliminary Design Review Conference Date: NOT APPLICABLE

Final Design Application Submittal Date: NOT APPLICABLE

Final Design Application Review Date: NOT APPLICABLE

Application Fee: \$ 100.00 Re-submittal Fee: \$ _____

Deposit: \$ 500.00

APPLICATION TYPE

*****Must be completely filled out or ARB will NOT review*****

(Please check all that apply)

<u>Applicant</u>	<u>Application Type</u>	<u>Type of Review</u>	
<input type="checkbox"/> Preferred Builder	<input type="checkbox"/> New Home	<input type="checkbox"/> Design Review	<input type="checkbox"/> Presale Home
<input type="checkbox"/> Approved Builder	<input type="checkbox"/> Renovation	<input type="checkbox"/> Resubmittal	<input type="checkbox"/> Spec Home
<input type="checkbox"/> Homeowner	<input type="checkbox"/> Addition	<input type="checkbox"/> Inspection	<input type="checkbox"/> Condominium
<input type="checkbox"/> Contractor	<input type="checkbox"/> Landscape	<input type="checkbox"/> Other (please explain)	<input type="checkbox"/> Townhome
	<input type="checkbox"/> Pool / Hot Tub	_____	
	<input type="checkbox"/> Commercial	_____	
	<input type="checkbox"/> Other - Driveway		

Lot Information

Lot #: _____ Parcel/Unit: _____

Neighborhood: _____

Street Address: _____

DRIVEWAY APPLICATION & DEPOSIT AGREEMENT

Lot: _____ Neighborhood: _____

I, _____, as property owner, and

I, _____, as contractor for the above described construction project, acknowledge and agree that the below described deposit is being held by the Palencia Property Owners' Association/Architectural Review Board in order to insure that the improvements will be constructed in accordance with plans and drawings which have been approved by the Architectural Review Board (ARB).

We further acknowledge and agree that:

1. We have read and understand the Covenants and Restrictions applicable to the property and all Architectural Review Board Guidelines and will follow and obey the said Covenants, Restrictions and Guidelines.
2. We are responsible for completing the project as described by the plans and drawings approved by the ARB.
3. We will maintain a clean construction site at all times and install a permit box, commercial dumpster and job toilet in conformance with ARB Guidelines.
4. We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us.
5. We understand that when receiving contractor approval from the Palencia Architectural Review Board, all workers and vehicles are subject to be searched to help prevent theft of materials and equipment.
6. I understand that the deposit shall be returned with the Certificate of Compliance after Final Inspection and approval of all improvements.
7. We acknowledge that any funds paid out by the Palencia Property Owners' Association including but not limited to those needed for the correction of non-compliant changes not approved by the ARB, or the costs of work necessary to improve the appearance of sites, or the cost to repair any damage to the road rights-of-way, roads, road shoulders, utilities, etc. will be deducted from the Deposit.
8. Deposit amount of \$ 500.00 received by ARB on this day.

This Application, Deposit, and Agreement made this _____ day of _____, 200__

by _____ and _____
PROPERTY OWNER'S SIGNATURE CONTRACTOR'S SIGNATURE

Application approved this _____ day of _____, 200__

by _____
ARCHITECTURAL REVIEW BOARD REPRESENTATIVE

DRIVEWAY DOCUMENTS

1. APPLICATION
2. DEPOSIT AGREEMENT
3. ARCHITECTURAL DESIGN GUIDELINES (Vehicle Access and DRIVEWAYS)

DRIVEWAY APPLICATION PROCEDURES

1. Complete the application and attach the following items in triplicate:
 - a. Site plan depicting location of driveway.
 - b. Color brochure and/or sample of driveway finish material to be used.
 - c. Photo of house from street view.
2. "Driveway Deposit Agreement" signed by Property Owner and Contractor.
3. Check made payable to: Palencia ARB.
4. All items may be submitted through the **Palencia ARB Drop-Box** located between the pool and tennis courts in the Village Center of Palencia.
5. ARB will review submittal at the next bi-monthly meeting. Meetings are held on the 2nd and 4th Thursday of each month.
6. Submitter will be notified of the ARB's decision via UPS within one (1) week.

DEPOSIT RETURN PROCESS

1. When all construction and clean up is completed, notify the ARB representative and during the next neighborhood tour, an inspection will be performed.
2. At the inspection, the approved plans will be compared to the finished product on site.
3. Providing all items match, a Deposit Return Request will be submitted to the A/P department. Checks are processed on the 1st and 15th of each month.
4. Checks are mailed USPS.

Driveway Submittal Fee: \$100.00
Driveway Deposit Fee: \$500.00

DRIVEWAY GUIDELINES

G. Vehicle Access and Driveways

To ensure minimal visual impact and disturbance, the alignment of residential driveways shall follow the contours of the land and avoid to the greatest extent possible the removal of distinctive natural features such as specimen trees and shrubs, unless the Applicant has prior ARB approval. The maximum driveway width is 16 feet except as approved for parking and turn around areas.

Driveway paving materials may vary as they relate to the individual architecture, but should always maintain a finished purposeful quality material. Acceptable driveway finish materials include concrete, colored concrete, brick, pavers, stamped concrete and flagstone. Featured strips and aprons of separate material and special aggregates in exposed aggregate concrete will be reviewed by the ARB on a case by case basis. Other guidelines are as follows:

- a. Driveways shall be constructed so as not to impede the design flow of drainage water.
- b. The driveway access is preferred from the secondary street to the homesites located at the corner of a primary collector street and a secondary street.
- c. Where space permits, curving driveway alignments are favored over linear alignments.
- d. Black asphalt and loose aggregate driveways require special permission of the ARB prior to installation.
- e. Circular drives and motor courts require special permission of St. Johns County and the ARB prior to installation.
- f. All concrete driveways shall have a minimum 4" picture frame finish.
- g. Certain neighborhoods require a 12-foot deep decorative paver apron. These neighborhoods are identified in Appendix B.
- h. Any damage done to the landscaping, irrigation and utilities in the right of way that may occur during the construction of the driveway must be repaired by the Applicant.
- i. PODS (Portable On Demand Storage) containers may be kept in driveways for a maximum of 7 days.