

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: \$ 50.00 Re-submittal Fee: \$ \_\_\_\_\_

Deposit: \$ 300.00

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 checked="" type="checkbox"/> Enclosure of Existing Lanai |   |                                       |

Lot Information

Lot #: \_\_\_\_\_ Parcel/Unit: \_\_\_\_\_

Neighborhood: \_\_\_\_\_

Street Address: \_\_\_\_\_

ENCLOSURE of EXISTING LANAI 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 site at all times 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 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 \$ 300.00 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**

### ENCLOSURE of EXISTING LANAI DOCUMENTS

1. APPLICATION
2. DEPOSIT AGREEMENT
3. ARCHITECTURAL DESIGN GUIDELINES (ENCLOSURE-Existing Lanai)

### ENCLOSURE of EXISTING LANAI APPLICATION PROCEDURES

1. Complete the application and attach the following items in triplicate:
  - a. Site plan depicting structure and location of Enclosure of Existing Lanai.
  - b. Landscape plan depicting plants, including plant legend, if applicable.
  - c. Color sample of stain or paint, if applicable.
  - d. Photo brochure of finished product.
2. Enclosure of Existing Lanai 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 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month.
6. Submitter will be notified of the ARB’s decision via USPS within one (1) week.

### DEPOSIT RETURN PROCESS

1. When all installation and clean up is completed, notify the ARB representative and an appointment will be set for inspection.
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 1<sup>st</sup> and 15<sup>th</sup> of each month.)
4. Checks are mailed USPS.

**Enclosure of Existing Lanai Submittal Fee:           \$ 50.00**  
**Enclosure of Existing Lanai Deposit Fee:           \$300.00**