

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: \$ 200.00

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"/> Exterior Paint Color Change		

Lot Information

Lot #: _____ Parcel/Unit: _____

Neighborhood: _____

Street Address: _____

EXTERIOR PAINT COLOR CHANGE 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 \$ 200.00 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

EXTERIOR PAINT COLOR DOCUMENTS

1. APPLICATION
2. EXTERIOR PAINT COLOR DEPOSIT AGREEMENT
3. APPENDIX A-2-a COLOR SHEET
4. ARCHITECTURAL DESIGN GUIDELINES (EXTERIOR PAINT COLOR CHANGE)

EXTERIOR PAINT COLOR CHANGE APPLICATION PROCEDURES

1. Complete the application and attach the following items in triplicate:
 - a. Color samples of the exterior material selections.
2. "Exterior Paint Color Change Deposit Agreement" signed by Property Owner and/or 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. Typically, meetings are held on the 2nd and 4th 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, 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.

Landscape Submittal Fee: \$ 50.00

Landscape Deposit Fee: \$200.00

Appendix A-2-a

COLOR SHEET

Please attach two (2) color samples (1" x 1") of the following exterior material selections:

○ Body Color



○ Ext. Trim/Fascia



○ Windows



○ Doors



○ Porch Material



○ Shutters / Gutters



EXTERIOR PAINT COLOR GUIDELINES (from ARB
Architectural Design Guideline Book, June 2006)

8. Exterior Color Scheme

- a. The ARB shall review and approve all exterior colors proposed for the exterior façade and roof.
- b. The palette of exterior paints and stains for each residence shall be selected to compliment, coordinate or harmonize with the colors of building materials which are used in their “natural” state, such as brick, stucco, stone, copper, etc.
- c. The ARB may require the exterior colors of an application to be modified or changed to harmonize with the existing color palettes of existing or proposed residences adjacent to Applicant’s residence.