

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 checked="" 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		

Lot Information

Lot #: _____ Parcel/Unit: _____

Neighborhood: _____

Street Address: _____

LANDSCAPE 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

LANDSCAPE DOCUMENTS

1. APPLICATION
2. LANDSCAPE DEPOSIT AGREEMENT
3. ARCHITECTURAL DESIGN GUIDELINES (LANDSCAPE)

LANDSCAPE APPLICATION PROCEDURES

1. Complete the application and attach the following items in triplicate:
 - a. Site plan depicting structure and location of existing landscaping and trees.
 - b. Landscape plan depicting plants, including plant legend.
2. "Landscape 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. 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: \$300.00

LANDSCAPE GUIDELINES

Landscape Design

All proposed buildings or homes and other property improvements within Palencia are required to install and maintain landscaping. The Applicant in accordance with the Final Design Application shall prepare a landscape plan. The landscape plans shall depict proposed plantings, natural areas, plant list, calculations and any other information necessary to communicate the design intent.

General Design Vision

1. **Creation:** The creation of a distinct landscaped environment is critical to the establishment of a unique and upscale community image for Palencia. The layout and the design of the landscape surrounding them are as critical as the architecture of the buildings themselves; unique design solutions such as the use of traditional low fences and hedge rows is encouraged.
2. **Preservation:** The preservation and enhancement of existing natural landscape vegetation is encouraged whenever possible to limit the overall disruption to the site and provide for species diversity and habitat protection. Also, consistent preservation of existing vegetated areas provides aesthetic continuity throughout the development, independent of individual preferences.
3. **Restoration:** In identifying plant materials appropriate and suitable for Palencia, the goal is to create a landscape that allows for restoration of as many elements of native Pine Flatwoods. Other ecosystems typical of this area are Wetland Forest and Coastal Saltwater Marsh. In order to effectively regenerate these natural ecosystems, zones have been designated within the development that mimics their natural patterns. Neighborhoods within these plant zones are required to use the associated plant palettes as identified in Appendix C. Consistent use of these plants will aid greatly in creating a visually unified development with a characteristic appearance. However, the remaining plants on the list are acceptable and can add diversity and interest.

Landscape Plan Presentation Requirements

1. Title Block: The plan shall have a Title Block that contains the following minimum information:
 - a. Parcel community name, address and lot number.
 - b. Date
 - c. Scale: Minimum requirement 1"=20' or larger
 - d. North Arrow
 - e. Name, address and phone of responsible professional
2. Plan Requirements: The plan shall depict the following information:
 - a. All pertinent existing or proposed information including but not limited to: property lines, easement lines, sidewalks, driveways, mailbox, decks,

- pools, service yards, pool equipment, A/C compressors, steps, retaining walls, fences, etc.
- b. Lots adjacent to isolated or contiguous wetland (ICW, Stokes Creek or other tributaries) shall illustrate their jurisdictional line and required buffer area.
 - c. The location, size, and type of all existing trees exceeding (4") in diameter. All existing trees to be removed shall be marked with an "X"; all trees to remain shall be so noted.
 - d. The plan will show the location of proposed preserved vegetation areas; this shall match the site plan or be noted for differences in plans.
 - e. The plan shall show the type, size, quantity and location of all proposed plant material including but not limited to: trees, shrubs, ground cover, vines and grasses.
 - f. The plan shall have the following noted information:
A plant schedule showing botanical name, common name, quantities, size.

Landscape Design:

The planting design of each residence shall blend with the overall theme and character of the neighborhood within Palencia. The following are minimum design standards:

- a. The front yard landscape design should provide continuity along the streetscape, compliment the vegetation in the right of way and form a welcoming entrance to the residence. Minimum requirements are a 3-layered foundation planting, screening of all equipment (AC pads, transformers, well pumps, etc.), street trees, shade and flowering trees as required per individual neighborhood guides, grass, mulch and irrigation. Note that front yard landscape for corner lots is considered to have two front yards.
- b. The side yard landscape design should provide privacy and screening between adjacent residences. Minimum requirements are a single layer foundation planting.
- c. The back yard landscape design should provide private outdoor spaces and continuity with adjacent uses such as golf course rough, park areas, or undisturbed native areas. Minimum requirements are 2-layer planting design at foundations, screening and buffering from adjacent properties, foundation plantings at screen enclosures, fences and other similar items. *Exhibit III-G shows the minimum requirements for pool type enclosures.*
- d. Properties that front from any side on a lake, golf course, park or other public facility shall be designed to have adequate buffer to provide privacy from these adjoining uses and meet the aesthetic appeal of the community.
- e. Subject to their contract, each property is required to install within the R.O.W. and per the approved St. Johns County engineering plans, a street tree. Size of tree is noted on the individual neighborhood landscape requirements Appendix B, subject to Contract.
- f. Plant material types shall be selected in accordance with section IV-A of these guidelines.
- g. 75% of trees used for landscape shall be shade trees.

- h. All plants used for screening shall have adequate size and density to form an opaque screen within one year.
- i. No landscape materials shall encroach upon any conservation easement, wetland area, the golf course property or other restricted area at any time.
- j. The entire site must be fully landscaped according to the landscape plan approved as a component of the original ARB submission. All deviations from the original landscape submittal and approved landscape plans must be approved prior to any field changes and installation.
- k. No landscape plant materials may obstruct areas of pedestrian or vehicular access.
- l. A minimum landscape budget is established for each neighborhood and shall be adhered to; see individual neighborhood requirements in Appendix B.
- m. Appendix C contains a list of approved plants by zone, and also prohibited plants that may not be utilized.

Plant Material Requirement

- a. In accordance with Florida Grades and Standards, all plant material shall be Florida Fancy for front yard installation; side, rear and other plant material shall be a minimum of Florida Number 1.
- b. Minimum size for shade tree credit is 4.5" caliper, 14' ht- 6'sp.
- c. Minimum size for flowering tree is 205" caliper, 12' ht-5'sp.
- d. Minimum size for street tree is per individual neighborhood requirements, Appendix B.
- e. Minimum size for shrub is 3 gallon; height and space shall be determined by species to be installed.
- f. Minimum size for ground cover is 1 gallon; height and space shall be determined by species to be installed.
- g. ARB may waiver minimum sizes based upon plant species or plant market circumstance.
- h. Acceptable turf grasses for the yard include St. Augustine, Paspalum and Bermuda. Seeding or sprigging is prohibited.

Exterior Lawn Ornaments

Lawn ornaments, sculptures, topiaries and fountains, and their associated site lighting, that are not in private areas immediately adjacent to the residence will be subject to the approval of the ARB prior to installation. Any exterior ornament seen from the street over six inches (6") tall or six inches (6") wide, or if a residence displays more that three (3) ornaments, regardless of size, will be subject to the approval of the ARB prior to installation. Proposed lawn ornaments shall be depicted on the site or landscape plan.

Exterior Lighting

- a. All exterior lighting fixtures visible from any street must be approved by the ARB.
- b. Where possible, decorative up-lighting should compliment the architectural features of the residence.

- c. The use of pole-mounted or building-mounted high intensity area lighting is highly discouraged.
- d. Floodlighting fixtures shall not illuminate adjacent public or private property.
- e. Floodlighting fixtures must be attached to the building or other architectural elements.
- f. Gas or electric lanterns at the edge of the sidewalk and driveway are encouraged.

Installation and Maintenance

- a. Installation of landscaping and site improvements is to be executed in a high quality manner, consistent of the image of Palencia.
- b. Specific deviation from individual neighborhood landscape requirements as amended must be approved by the ARB.
- c. The ARB may reject any improvement where the material or workmanship fails to meet acceptable industry standards.
- d. Upon occupancy of the house or thirty (30) days after the completion of construction (whichever occurs first), trees, lawn and hedges visible to the public must be completely installed and routinely maintained.
- e. All dead or dying plant material must be replaced immediately.
- f. The use of fertilizers, herbicides and pesticides are limited to products that are consistent with the ISDA-NRCS Soil Rating for Selecting Pesticides, have a minimum potential for leaching or loss from run-off, and EPA approved chemicals with a half-life of seventy (70) days or less.