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: $___250.00_____ Re-submittal Fee: $ _____

Deposit: $__1500.00_____

APPLICATION TYPE

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

(Please check all that apply)

Applicant	Application Type	Type of Review	
____ Preferred Builder	___New Home	___ Design Review	___ Presale Home
____ Approved Builder	___Renovation	___ Resubmittal	___ Spec Home
____ Homeowner	___Addition	___ Inspection	___ Condominium
____ Contractor	___Landscape	___ Other (please explain)	___ Townhome
	X Fence	_____	
	___Commercial	_____	
	X Pool		

Lot Information

Lot #: _____ Parcel/Unit: _____

Neighborhood: _____

Street Address: _____

PALENCIA
A Story of Discovery, Exploration, and Settlement

POOL/FENCE 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 $___1500.00_____ received by ARB on this day.

This Application, Deposit, and Agreement made this ___day of _____, 200_

by _____ and _____

PROPERTY OWNER'S SIGNATURE **CONTRACTOR'S SIGNAGTURE**

Application approved this _____ day of _____, 200_

by _____

ARCHITECTURAL REVIEW BOARD REPRESENTATIVE

POOL/FENCE DOCUMENTS

1. APPLICATION
2. POOL/FENCE DEPOSIT AGREEMENT
3. EXAMPLES OF LANDSCAPE PLANS
4. SET BACK REQUIREMENTS
5. ARCHITECTURAL DESIGN GUIDELINES

POOL/FENCE APPLICATION PROCEDURES

1. Complete the application and attach the following items in triplicate:
   a. Site plan depicting structure and location of proposed fence.
   b. Landscape plan depicting existing proposed plants, including plant legend, if applicable.
   c. Construction plans.
2. "Pool/Fence 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 construction 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 day of each month.
4. Checks are mailed USPS.

Pool/Fence Submittal Fee:	**$ 250.00**
Pool/Fence Deposit Fee:	**$1500.00**

APPENDIX J
Lot Specifications and Setbacks

Minimum setback requirements for each neighborhood parcel are defined below. Setback dimensions are measured from the front property line to the building foundation and does not include the existing public right-of-way.

Parcel	Neighborhood Name	Minimum Setbacks		
		Front yard	**Side yard**	**Rear yard**
A	Oak Common	20	7.5	10
B	Parkside	20	7.5	10
C/SV-5	Trellis Park North	75	20	50
EV-1	North River Phase II	35	10	25
EV-2	North River	50	20	50
EV-3	Marshall Creek Bluff	45	20	30
EV-5A	Alimara	35	20	20
EV-6	Alimara	35	20	20
EV-9	Santa Teresa (**Lots 1 – 5 only**)	20	25	20
EV-9	Santa Teresa (**Lots 6 - 16 only**)	35	20	25
EV-10	Leaning Tree	35	20	20
MUB-3	Oak Common II	20	7.5	10
MUB-2	Oak Common III	20	7.5	10
MUB-4	Sebastian Square	20	7.5	10
MV-1	Monterey Phase I & II	25	7.0	10
MV-2	Promenade Pointe Phase I *	35	8.0	45
MV-2	Promenade Pointe Phase II*	30	8.0	45
MV-2	Canterra *	25	7.0	10
MV-3	The Reserve	20	7.5	20
EV-7/8	The Reserve Phase II	25	15	20
NV-1	Vista Norte *	25	7.0	10
SV-1	North River Phase III	20	10	10
SV-2	Mission Park	20	7.5	20
SV-3	Treehouse Park	20	7.5	10
SV-4	Trellis Park South	20	7.5	20
VC-I	Village Center	15	3.1	5
VC-II	Village Center II	15	3.1	5
VC-III	Village Center III	15	3.1	5
VC-IV	Village Center IV	15	3.1	5

Note: Setback requirements and dimensions are subject to change without notice. Additional setbacks may be required by individual neighborhood as indicated on the approved St. Johns County Construction plans. Please verify with the ARB committee prior to the start of construction. Variances to the minimum setbacks may be granted by the ARB on an individual basis.

* See approved site plan for specific setback information.

POOL GUIDELINES

Swimming Pools

All swimming pools, hot tubs and spas require ARB approval and should be designed to be visually connected to the residence through the use of privacy fences, walls or courtyards. All supporting equipment must be screened from public view. Pools, hot tubs and spas must be constructed and fenced according to all applicable State and local laws and regulations. Pool screen enclosures require ARB approval.

Landscape Requirements

All air conditioning compressors, generators, power boxes, meter boxes and **pool equipment** shall be completely screened from public view. Screening may consist of architectural or planting elements to be provided by the ARB. Planting elements require routine maintenance and/or replacement in perpetuity.

Screen Enclosures / Fences

According to St. Johns County regulation all pools must have a barrier in the form of a fence or screen enclosure. The design of all screen enclosures, including but not limited to pool screens, lanai screens, etc, must be approved by the ARB. Before construction, submittals for enclosures must include rear and side elevations and section of the home depicting the proposed screen.

FENCE GUIDELINES

1. Fences, walls and gates must compliment the architecture of the house or building they are associated with. The use of low fences and walls (maximum height of three (3) feet above grade) to segregate private yard spaces from the public area along the sidewalk is encouraged. Prior to installation, the ARB must approve site walls, privacy fences or screen walls that are a visual extension of the architectural design of the residence. Refer to Appendix H for recommended fence details for various applications including rear yards, front yards, side yards and privacy fences. Refer to Exhibit III-D-b for the North End Street Fence Policy. Deviations may also be submitted.
2. Colors:
    a. Fence colors must be white for front yard picket fences.
    b. Where masonry columns are utilized, colors must be natural, muted and complement the building architecture.
    c. Picket and wood fences below 3 feet in height must be white.
    d. Fencing above 3 feet must be either black, white or dark green.
3. Fencing types not allowed:
    - Chain link
    - Rough hewn or bark-on fencing
    - Stone walls
    - Nautical rope
    - Chains or any other fence deemed inappropriate for Palencia