

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: \$ 50.00

Deposit: \$ 1500.00

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"/> Screen Enclosure | _____ | |
| | <input type="checkbox"/> Commercial | _____ | |
| | <input checked="" type="checkbox"/> Pool | | |

Lot Information

Lot #: _____ Parcel/Unit: _____

Neighborhood: _____

Street Address: _____

PALENCIA
A Story of Discovery, Exploration, and Settlement

POOL 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 DOCUMENTS

1. APPLICATION
2. POOL DEPOSIT AGREEMENT
3. SET BACK REQUIREMENTS
4. ARCHITECTURAL DESIGN GUIDELINES

POOL APPLICATION PROCEDURES

1. Complete the application and attach the following items in triplicate:
 - a. Site plan depicting existing structure and proposed structure.
 - b. Landscape plan depicting existing plants and proposed plants.
 - c. Construction plans.
 - d. **If applying for a screen enclosure, Applicant must show the screen enclosure drawn onto the rear and side elevations of the home the screen enclosure is adjoining.**
2. "Construction 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 Submittal Fee: \$ 250.00
Pool 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; see Pool Screen Enclosures Requirements and examples Exhibit III-G.

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.