

SUMMARY OF PROCEDURE & DESIGN REQUIREMENTS
FOR PALM CLUB VILLAGE III

The following is a brief outline of the procedures for plan submissions and the general guidelines under which the design is to be developed:

Procedure for securing approval of Building Plans

(Refer to application instructions and Section I - Design Review)

Step 1. BY OWNER:

Final Review: OWNER MUST SUBMIT application form and final construction plans, in duplicate, consisting of the following:

- a. Letter of application
- b. Site plan(s)
- c. Landscaping plan(s)
- d. Floor plan(s)
- e. Exterior elevations
- f. Building sections and details
- g. Exterior colors, materials and finishes (schedules and/or color chips)
- h. Specifications

Step 2. BY COMMITTEE:

Within thirty (30) days, THE COMMITTEE WILL REVIEW the application and advise owner in writing of its determination. Upon request, THE COMMITTEE will return one (1) set of documents to Owner with appropriate comments.

Step 3. BY OWNER:

Construction: The Owner will cooperate with the Committee during construction and report and obtain approval of any changes from the approved plans.

SECTION I

Summary of Design Guidelines

(Refer to Section II - Design Standards)

The following list summarizes those elements which the Committee recommends:

- a. Use of professionals qualified in the fields of planning, architecture, landscape design, engineering and surveying.
- b. Compliance with all deed restrictions.
- c. Preservation of the natural character of the site.
- d. Screening or suitable location of service type facilities so as to be unobtrusive or hidden from view.
- e. Authentic and aesthetically pleasing architectural style and design.
- f. Adequate parking and circulation. Enclosed one or two car garages for single family residences, unless otherwise provided for.
- g. Class A fiberglass, wood shake, cement tile or other such roof materials of similar character and design. Asphalt shingles are unacceptable.

- h. Use of natural fencing materials (split rail, etc.)
- i. Use of natural building materials (wood, stone, brick, stucco, etc.).

1.0 SUBMISSION REQUIREMENTS

The following information must be submitted with the Design Review application.

1.1 FINAL REVIEW

Construction documents including but not necessarily limited to the following:

- A. Parking, paving and drainage plans, indicate any proposed changes to existing contours, cut and fill provisions. Also indicate lot drainage pattern away from building to swales, culverts, etc.
- B. Location of all utility services, A/C compressors, mechanical equipment, gas or oil tanks, telephone services, etc.
- C. Location of storage site of building materials, contractor's shacks, outhouses, etc.
- D. Temporary access to the site.
- E. Landscaping plan indicating proposed planting, exterior lighting system, irrigation system, special landscape features, pools, fountains, etc.
- F. Schedule and/or color chips of all painted and stained exterior finishes. Color shall be keyed to exterior elevations, differentiating between general siding colors, facia, railing, structural elements, door, trim and accent colors, etc. Colors for signs, fencing and other such site improvements shall also be included.
- G. Description or material samples of exterior surfaces which are to remain in their natural form such as stone, brick, roofing material, tile, etc.

1.2 SUBMITTAL PROCEDURE - MINOR REMODELING OR EXTERIOR REFINISHING

Applicants shall submit final site and floor plans, elevations and material indications, together with a color schedule and color chips for exterior repainting for Committee approval. For exterior repainting only, a color schedule and color chips is the only requirement to be submitted with the application for Committee approval.

SECTION II

DESIGN STANDARDS

2.1 DESIGN STANDARDS - GENERAL

Design policies, guidelines and requirements have been formulated in an attempt to promote, improve and maintain the design quality of the individual elements that will make up the Palm Club.

It is not the intent that these guidelines be used to restrict individual taste or preference but rather to ensure a high standard of environmental beauty and aesthetic quality.

2.2 SITE PLANNING AND USE

2.2.1 **Accessory Facilities:** All garbage or trash container, oil tanks or bottled gas tanks shall be located at the rear or side yard of the structure served, and shall be installed underground or located within an acceptable screened or a walled-in area so enclosed area is not visible from any street or adjoining property. Any such screened or walled-in area shall be constructed in such a manner as to be inaccessible to animals. Sanitary, capped containers will be required for all garbage.

No outdoor clothes drying shall be allowed except in an area shielded from view of the streets or adjoining property.

Utility and service boxes should be shielded from public view. Exposure to the skyline of utility vent stacks, air handling equipment, etc., shall be reduced to a minimum. Exterior air conditioning compressors, water softeners, pool mechanical equipment and similar items shall be screened from public view by means of fencing, substantial landscaping or other approved methods.

2.2.2 **Utilities:** Where utilities are installed underground in a subdivision, all services shall be brought from the point of utility company connection underground to the building or structure. Overhead services will not be permitted, except as approved for temporary services.

Meters shall be located in a manner so as to be inconspicuous. Transformers and gas meters shall be appropriately screened from public view.

2.2.3 **Grading and Drainage:** No bulldozing or clearing of trees, or excavation of lakes or ponds shall be commenced until plans and specifications showing the nature, kind and shape and location of work have been submitted and approved by the Committee.

Special attention shall be given to proper site surface drainage so that surface waters will not adversely affect neighboring properties or interfere with natural drainage flows.

Paved areas shall be so designed that surface waters shall be collected at intervals in a manner that will not obstruct the movement of vehicular or pedestrian traffic or will not create puddles or ponding in paved or swale areas.

2.2.4 **Parking and Circulation:** Consideration shall be given to the proper design and location of parking areas, drives, and pedestrian traffic ways with respect to structures, landscaping, shade and wind patterns.

Off-street parking is required incidental to residential uses as required by Palm Beach County Standards and the City of West Palm Beach.

In single family and multi-family residential areas, Owners or residents will not be permitted to park, store or keep any commercial vehicle, boat, truck, trailer, camper, mobile home, trailer coach, off-road vehicles, tractor, bus, recreational vehicle, or other such vehicle without specific approval from the Committee unless such vehicle is parked, stored or kept in a totally enclosed structure or is appropriately screened from view.

2.3 RESIDENTIAL BUILDING AREA REQUIREMENTS

The following minimum floor areas are generally required for areas of residential development:

Single Family (detached) Residences:

All lots: 1000 square feet under roof (minimum)

A fully enclosed one (1) or two (2) car garage shall be included in this floor area requirement.

2.4 BUILDING CONSTRUCTION - GENERAL

2.4.1 Exterior Design: The overall building design will be evaluated for aesthetic appearance in terms of the combination of mass, material, texture, color and detail.

All exterior service elements such as air conditioner compressors should be shown on the plans and placed in an inconspicuous location, preferably at the rear of the residence in single family areas.

2.4.2 Roof Structures: Special care must be taken with materials used for roofing surfaces. Class A fiberglass shingles, wood shake, slate, concrete tile (with integral color) or clay tile roofs are required. Other roofing materials will be reviewed only on their individual merit, and are subject to rejection. No asphalt shingles are allowed.

2.5 LANDSCAPING

Trees and natural landscape removal shall be kept to an absolute minimum.

Wherever possible, healthy trees which require removal, shall be transplanted to a suitable area to be developed as a part of the landscape program.

2.6 SIGNS

All signs come under the jurisdiction of the Committee and approval must be obtained. "For Sale" or "For Rent" signs in front of individual homes are permitted where in conformance with County or City ordinances or Deed Restrictions.

2.7 MISCELLANEOUS

No depositing of water, or other foreign substances into any body of water will be permitted unless otherwise approved.

No boat docks, ramps or other such structure shall be constructed.

Vacant lots not maintained by the owner will be subject to routine maintenance, if in the opinion of the Committee, such lot is deemed a nuisance, eyesore, health hazard or environmental problem to neighboring property. Owners will be responsible for paying the costs of any such maintenance performed on their lots.

All construction sites are to be maintained in a clean and orderly fashion throughout the construction process. Construction materials are to be neatly piled; debris and rubbish is to be contained and periodically removed; tall, unsightly weeds are to be routinely cut back; streets adjoining a construction site are to be frequently swept clean of sand and construction trash.

Lots neighboring a construction site may not be used for the dumping of construction debris, dirt, trash or such items.

EXAMPLE

DESIGN REVIEW APPLICATION FORM

You must submit the following at one time or your plans will not be accepted or reviewed.

- Two (2) Sets of Plans
- Two (2) Landscaping Plans
- Two (2) Site Plans
- This Form Completed

Is House Being Build For: Owner _____ Spec. _____

Approx. Price Including Lot \$ _____

What is Roof Material? _____ Color Of Roof _____

What Color is Exterior? Walls _____ Trim _____

Did You Submit A Plot Plan? _____ Landscaping Plan? _____

What Is The Lot - Block Subdivision? _____

Builder's Name _____

Address Including Zip Code _____

Phone Number _____

Owner's Name _____

Address Including Zip Code _____

Phone Number _____

Model Name _____ Bedrooms _____ Baths _____

Square Footage _____ Lot Size _____

