

SOUTH BAY COMMUNITY ASSOCIATION

Application No. _____

LANDSCAPE PERMIT APPLICATION

TO: Village ARC Representative or SBCA Architectural Review Committee

Property Owner(s): _____

Address: _____

Telephone: (_____) _____

Lot: _____ Street Address: _____ Village: _____

Brief Description of Project: _____

Landscaper: _____

Address: _____

Telephone (_____) _____

Estimated Starting Date: _____

Estimated Completion Date: _____

I have read the South Bay Community Association Design Standards, The South Bay Master Declaration of Covenants, Conditions and Restrictions and the Supplements pertaining to my Village. Any planned deviations to those documents are explained in this application. **The ARC meets on the third Friday of the month. The deadline for submitting an application for review is close of business on the Tuesday before the ARC meeting.**

Signature of Owner(s):

_____ Date: _____

_____ Date: _____

Village ARC Representative () Approved () Disapproved

() Approved with Condition

() Forwarded to SBCA Architectural Review Committee

Village ARC Representative

Signature _____ Date _____

SOUTH BAY COMMUNITY ASSOCIATION

Neighbor Notification

Application No. _____

This notice is to inform my neighbors that I propose to do some work on my property (details attached). Neighbor: by signing this page, you only acknowledge that you have been made aware of the proposed project, not that you approve or disapprove of any or all portions of the proposed project.

The SBCA ARC meets on the third Friday of each month at 9AM at the Bay Club. The meeting is open to all Members. You do not have to attend the meeting but are welcome to do so if you have questions or concerns about the application.

The following neighbors have been notified and/or seen this application.

Short Project

Description: _____

Name - _____ Comments
Address- _____
Phone Number- _____

Signature - _____ Date - _____

Name - _____ Comments
Address- _____
Phone Number- _____

Signature - _____ Date - _____

Name - _____ Comments
Address- _____
Phone Number- _____

Signature - _____ Date - _____

Name - _____ Comments
Address- _____
Phone Number- _____

Signature - _____ Date - _____

Applicant: Inform your affected neighbors of this application and have them sign this page or record the date you informed them of your application. Applications will not be accepted without this sheet completed.

SOUTH BAY COMMUNITY ASSOCIATION

LANDSCAPE PERMIT APPLICATION INSTRUCTIONS

1.0. INFORMATION

1.1. PERMITS ARE NOT REQUIRED FOR THE FOLLOWING:

- 1.1.1. Annual plantings in existing cultivated areas.
- 1.1.2. Perennials that do not exceed forty-two (42) inches in height at maturity.
- 1.1.3. Replacement in kind of existing plants.

1.2 PERMITS ARE REQUIRED FOR THE FOLLOWING:

- 1.2.1. Landscaping associated with new home construction. The initial submittal should be included with the Building Permit Application and may be in the form of a preliminary sketch. The final design shall be submitted prior to start of installation.
- 1.2.2. Additions to existing landscaping with the exception of that listed in 1.1.
- 1.2.3. Raising of existing planting beds by more than twelve (12) inches.
- 1.2.4. Installation of new or addition to existing irrigation systems. Drip systems do not require a permit.

2.0. INSTRUCTIONS:

- 2.1.1 Determine whether landscaping permit is required. Check Appendix A of the Design Standards (last page of packet) for examples of projects that require a permit Your Village Architectural Representative can provide guidance.

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LANDSCAPE PERMIT APPLICATION INSTRUCTIONS

- 2.1.2. Prepare a site plan. The minimum scale is one (1) inch represents twenty (20) feet.

The site plan should include but not be limited to the following:

- a. A North Arrow
- b. Location of landscaping project relative to property lines, Golf Course or common areas.
- c. Topography and / or grade changes.
- d. Drainage.
- e. Design of irrigation system and location of sprinkler heads.
- f. Location of pond, arbors and rockeries.
- g. Location of footpaths and steps. Identify materials.
- h. Location and identification of plants.
- i. Location of outdoor lighting.
- j. Material storage and/ or staging areas required during construction.

- 2.1.3. Prepare a plant list showing height and spread at maturity.

- 2.1.4. Complete Landscape Permit Application Checklist.

- 2.1.5. Submit completed application and attachments to the Village Architectural Committee.

Note: Applications for landscaping associated with new home construction will be submitted to the SBCA Architectural Review Committee.

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Application No. _____

LANDSCAPE PROJECT CHECK LIST

The Site Plan should include but not be limited to the following:

- _____ a. A North arrow
- _____ b. Location of the Landscaping Project relative to property lines, Golf course or common areas.
- _____ c. Topography and/or grade changes.
- _____ d. Drainage.
- _____ e. Design of irrigation system and location of sprinkler heads.
- _____ f. Location of ponds, arbors and rockeries.
- _____ g. Location of footpaths and steps. (identify materials to be used)
- _____ h. Location and identification of plants. (Plant list should show height and spread at maturity)
- _____ i. Location of outdoor lighting.
- _____ j. Material storage and/or staging areas during project.
- _____ k. For Maintenance of trees, identify all trees affected

- _____ The site plan scale is not less than one (1) inch representing twenty (20) feet.

Other items:

- _____ Jefferson County Permit required? Yes() No ()
- _____ For View Maintenance Photographs of current View and at time of purchase
- _____ Plants list showing height and spread at maturity.

PLEASE CHECK OFF EACH ITEM.
ENTER N/A IF ITEM DOES NOT APPLY TO YOUR PROJECT.

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Appendix A: Examples of Projects and Approving Entities

This is not an inclusive list of projects, only common examples.
Check with the SBCA Design Standards and the Village ARC for more information.

1. No Application Necessary. No Permit or ARC Approval Required

- Plant annuals in existing beds
- Trim or remove dead or wind-felled trees (or trees felled by other sudden acts of nature) of any size provided that a photograph of the fallen tree before the tree is cut is available for review by the Village or SBCA ARC.
- Trim or remove live tree(s) that meets the following conditions—
(a) the tree's trunk has a diameter less than 6 inches at a height 5 feet above the ground, **and** (b) the tree's base is farther than 15 feet from the shoreline of marine waters.¹

2. Submit Application to Village ARC. Projects Approved by the Village ARC Unless They Are Extraordinary In Nature Or Have The Potential For Impacting Multiple Villages. Village ARC to consult with SBCA-ARC on new installations or when there is a question on the project's potential impact.

- Paint house exterior, same or new color
- Install or replace heat pump
- Install or replace emergency generator
- Install or replace hot tub
- Install or replace satellite dish
- Install or replace propane tank
- Install or replace exterior light fixtures
- Install or replace skylights
- Install or replace solar panels
- Install or replace siding or roof with material like or identical to original
- Modify original landscaping

3. Submit Application to SBCA ARC. SBCA-ARC Review and Approval

- New home construction & landscaping
- New or expanded garage
- New or expanded deck
- New or expanded patio
- New or modified retaining wall
- New or expanded deck conservatory
- New or expanded pet containment
- New or expanded room, including sunrooms
- Trim or remove a tree with a trunk diameter greater than 6" at 5 feet above the ground

¹ For shoreline lots, ensure project is consistent with the Jefferson County Vegetation Management Formula.