

The Conservatory Property Owners Association, Inc.
Architectural Control Board (ACB)
c/o MAY Management Services, Inc.
I Hammock Beach Pkwy, Suite 102 • Palm Coast, FL • 32137
Office: (386) 446-0085 • Fax: (386) 246-4071
Attn: Kaszondra Chase, Architectural Review Coordinator • kchase@maymgt.com

Architectural Control Board Application (Major & Minor Alterations)

SUBMITTAL DATE: _____

BUILDER: _____ **PHONE:** _____

SUPERINTENDANT: _____ **PHONE:** _____

FOR: Street Address: _____ Lot # _____

Customer Name: _____

TYPE: _____ Minor Alteration _____ **Minor Change No Fee
_____ Major Alteration

MINOR ALTERATION

MAJOR ALTERATION

☐ Fence	☐ Pool
☐ Pavers	☐ Screen Enclosure
☐ Exterior Color Change	☐ Addition
☐ New Landscape Design	☐ Ancillary Structure
☐ Propane Tank (Must be underground)	☐ Other _____
☐ Solar Energy Device	
☐ Tree Removal	
☐ ** Satellite Dish	
☐ ** Exterior Accent Lighting	
☐ Other _____	

FEES AND DEPOSITS: _____ \$1,000 Major Alteration Fee
 _____ \$5,000 Major Alteration Refundable Deposit
 _____ \$250 Minor Alteration Fee
 _____ \$1,000 Minor Alteration Refundable Deposit
 _____ **Minor Change No Fee

*** Notes:**

- 1) Please make checks payable to The Conservatory Property Owners Association.
- 2) Violation Penalty fees will be recovered from the refundable deposit, if necessary. Unless the violations are paid before final inspection.
- 3) Pool must be completed within 6 months from the signing of the pre-construction agreement. Violation of the given completion time frame will result in a fine up to \$1,000 per week.

PROPERTY OWNERS SIGNATURE: _____ **DATE:** _____

BUILDERS SIGNATURE: _____ **DATE:** _____

SUBMITTAL DEADLINE: Tuesday the week prior to the next scheduled ACB meeting at 12:00 p.m. to make the Architectural Control Board Meeting Agenda.

CONSTRUCTION MATERIALS, FINISHES AND COLORS (*Must include samples, cut sheets, pictures, brochure)

ROOF PITCH: _____ *ROOF COLOR: _____

*ROOF MATERIAL: _____ *ROOF MANUFACTURER: _____

ROOF STYLE: _____ FINISH FLOOR ELEVATION: _____

*SOFFIT MATERIAL: _____ *SOFFIT COLOR: _____

*FASCIA MATERIAL: _____ *FASCIA COLOR: _____

*GUTTERS MATERIAL: _____ *GUTTERS COLOR: _____

Downspouts of the home must be painted to match the section it touches

GARAGE (number of garage doors): _____

*GARAGE MANUFACTURER: _____

*GARAGE DOOR COLOR: _____ *GARAGE DOOR STYLE: _____

*GARAGE DOOR MATERIAL: _____

EXTERIOR FINISHES: _____

*BODY COLOR: _____ *TRIM COLOR: _____

*BANDING COLOR: _____ *CORBELS COLOR: _____

*IRONWORK: _____

*FRONT DOOR MANUFACTURER: _____

*FRONT DOOR MATERIAL: _____ *FRONT DOOR COLOR: _____

*FRONT DOOR STYLE: _____ *FRONT DOOR INSERT: _____

*WINDOW MANUFACTURER: _____ *WINDOW STYLE: _____

*WINDOW MATERIAL: _____ * WINDOW COLOR: _____

*DRIVEWAY MATERIALS: _____ *DRIVEWAY COLOR: _____

DRIVEWAY MANUFACTURER (PAVERS): _____

*POOL MATERIAL: _____ *POOL COLOR: _____

*PATIO MATERIAL: _____ *PATIO COLOR: _____

PATIO MANUFACTURER (PAVERS): _____

*EXTERIOR LIGHTING STYLE: _____

*EXTERIOR LIGHTING COLOR: _____

*FENCE MANUFACTURER: _____ *FENCE COLOR: _____

*SCREEN ENCLOSURE MANUFACTURER: _____

*SCREEN ENCLOSURE COLOR: _____

*MISCELLANEOUS EXTERIOR DECORATIVE ELEMENTS: _____

ACB PRELIMINARY PLAN REVIEW: (All items required to be on the ACB Meeting Agenda)

***Note:** Preliminary Plans submittals for any new construction shall include, at a minimum, two (2) sets of the following indicated by *.

- 1) All Exterior elements require a cut-sheet, specs, as well as pictures of the items being used.

_____ ACB Application

_____ New Home Construction Fee

_____ New Home Construction Deposit

_____ Copy Of Construction Contract

_____ Golf Course Property YES_____ NO_____ (Provide color Photographs)

_____ *Survey of the Home Lot showing all applicable setbacks

_____ *Preliminary site plan showing the approximate location and dimension of all improvements on the Home Lot and all applicable setbacks. This includes location of the mailbox. This site plan should also show the location and dimension of any improvements on adjacent Home Lots.

_____ *Preliminary Site Drainage Plan with downspouts and with ADS drainage to emitters

_____ *Preliminary Architectural Plans

_____ *Swimming Pool Plan if any

_____ *Truss Plan

_____ * Fence Plan if any

_____ * Enclosure Plan if any

_____ *Preliminary Landscape Plan with street trees per street tree planting plan. Type, Size, Quantity (Requirements, Live Oak 14ft ht x 8ft spd / 4" cal, 65-gal, Magnolia, 14ft ht x 7ft spd / 3" cal, 100gal) Landscape must go to water's edge.

- _____ *Preliminary Irrigation Plan
- _____ *Preliminary Exterior Lighting Plan
- _____ *Color Photographs of the site in its existing state taken from each corner of the lot
- _____ * Color Photographs showing five (5) adjacent lots/homes on each side as well as the lots/homes directly across the street from the subject lot

1	2	3	4	5	Lot	1	2	3	4	5
1	2	3	4	5	Across the street from subject lot	1	2	3	4	5

- _____ *Such other information, data and drawings voluntarily submitted by the Builder or owner.

FINAL CONSTRUCTION PLAN REVIEW: (All items below are required to be on the ACB Meeting Agenda as well as any comments on the Preliminary Review Letter)

**** Note:** Final plans, including any ACB recommended changes to the Preliminary Plan (the “Final Plan”) shall be submitted to the ACB for review and approval (“Final Plan Approval”). If all recommended changes to the Preliminary Plans are not included on the Final Plans, the Final Plans will be rejected by the ACB. The Final Plans shall be certified by an Architect and Engineer, as is necessary, and included a minimum of three (3) printed sets, plus an electronic copy in PDF format of the following.

- _____ Final Construction Documents. All engineering should be completed, and the plans should have all the information required by the City Building Department
- _____ Final Site Drainage and Grading Plan, including gutter and downspouts design plans. The Final Site Drainage and Grading Plan Shall be prepared and certified by an Architect, Engineer, or Landscape Architect. Drainage plans shall provide for the retention of drainage created by the Home Lot’s development both during and after completion of Home construction and prevent negative drainage impacts on adjacent Home Lots or other real property. The Final Site Drainage and Grading Plan Shall, at a minimum, set forth the following
- Survey elevations of the four corners of the Home Lot and applicable setbacks
 - Survey elevations of the road fronting the Home Lot and adjacent Home Lots
 - Spot Elevations at locations around the Home Lot and adjacent Home Lots
 - Overland drainage flow patterns and swale locations with spot elevations
 - A cross section from center line of the frontal street to the rear property boundary to demonstrate relation between finish floor elevation at the front, rear, and sides of Lot.
 - Sub surface drainage system
 - Roof gutter downspout’s locations and flow patterns

Certified Survey and Site Plan shall, at a minimum, be certified by a Florida
Licensed land Surveyor, in form satisfactory to the ACB, and set forth the following.

- Legal description and street address
- All home Lot Boundaries, setbacks and easements
- Location and square footage of Home and other improvements on Home Lot, including without limitation any swimming pools, decks, and front post lighting locations
- Utility (including service entry locations) and other mechanical equipment locations
- Driveways, walks, sidewalks, cart paths, service courts, screening walls, fences and associated “hardscape”
- Elevations, including without limitation existing Home Lot elevations, finish floor elevations for the Home and any homes on adjacent Home Lots, spot elevations at each of the four corners of the Home Lot and the center line elevation of adjacent streets
- Any Home Lot special features (including without limitation any lakes, ponds, marsh, existing trees, adjacent structures, and golf course fairways)
- Proposed location of all lighting
- Proposed location of all irrigation
- Exterior colors and materials

Form Board Survey

Final Landscape Plan

- Landscape site plan
- Plant List
- Tree Survey
- Hardscape Plan
- Irrigation Plan
- Lighting Plan

Exterior Lighting Fixtures (must include cut sheets)

CONSTRUCTION START: (All items required for construction start)

ACB Construction Agreement

Pre-Construction Meeting

Copy of Building Permit.

- A copy of the building permit shall be submitted to the ACB within two (2) days of the builders/owner receipt. Within thirty (30) days of the City’s issuance of a building permit for the construction of a Home, the builder/owner shall commence construction in accordance with such permit. If construction does not commence within the above-mentioned time period, the approval of the ACB shall be deemed withdrawn and it shall be necessary for the builder/owner to resubmit the ACB application and start the review process over.

FINAL INSPECTION AND ACCEPTANCE: (All items required for New Home Construction Final Inspection and Acceptance)

_____ Final survey

_____ Final Site Plan

_____ Certificate of Occupancy

_____ Valve Decoder for each Zone supplied to the Conservatory POA Landscape Contractor or Property Manager

I have received and reviewed a copy of the Association Design Guidelines, Rules and Regulations. I understand the documents and agree to abide by the rules and regulations set forth and will ensure all persons using the premises under my permission will abide by these rules.

Builder (Print Name)

Owner (Print Name)

PROPERTY OWNERS SIGNATURE: _____ **DATE:** _____

BUILDERS SIGNATURE: _____ **DATE:** _____