

# SITE IMPROVEMENT/LANDSCAPE DESIGN PROCESS

## 1. ALTERATIONS/MODIFICATIONS/ADDITIONS THAT REQUIRE A PERMIT

- a) Any alteration to existing terrain or the construction of drainage systems, drainage diversions or drain pipes that may impede the natural flow of water on any home site.
- b) Any installation of concrete, bricks, pavers, rocks, boulders, artificial turf or any new surface that will cover original or existing concrete or gravel cover.
- c) The use of stains, paints or epoxies intended to cover walls, rocks, block or concrete.
- d) The construction of walls, privacy screens, shade screens, lattice, trellises, pergolas, arbors and any other vertical element no matter what substance the element is made of.
- e) Any change in color, size or gradation of the gravel groundcover that is provided by Palm Creek.
- f) The addition of raised gardens, raised decks, sunken gardens and sunken decks.
- g) The installation of any water features such as fountains or any type of vessel that holds water or any other type of liquid. The construction of ponds, lagoons or bodies of water.
- h) The installation of murals or garden art on walls or the sides of homes. All engraved art work on rocks, stones or any vertical element that is visible from the street or from one of your adjacent neighbors. Garden art hung on homes, casitas or sheds will be limited to 3 pieces per side. Name plates made of wood, metal, stone or rock are allowed.
- i) The addition of statues, figurines, bird baths, cow skulls, cholla and saguaro skeletons, plows, wagons, tractors, shovels or iron art depicting plants or animals.
- j) The construction of dog, cat, bird or rabbit enclosures. Fencing for dog enclosures must be submitted for approval.
- k) All landscape 'low voltage' lighting systems. Solar lights are acceptable.
- l) Built-in barbeques or seating as in benches.
- m) Artificial plants of any kind. Palm Creek Management reserves the right to request the removal of artificial plants that have faded or changed appearance after original installation.
- n) Window boxes or wooden planter boxes affixed to homes or utility sheds.
- o) The installation of trees, shrubs, vines, ground covers and cacti species. All plants including flowers planted in pots are acceptable.
- p) All above ground and below ground irrigation systems.

## 2. SITE IMPROVEMENT REQUEST FORM - It does not matter how small, ordinary or insignificant the modification may be; any change a Resident has planned that will alter or modify the exterior elements that surround their home must first be approved by Palm Creek Management.

- a) Go the Guest Services Desk and request a SITE IMPROVEMENT FORM. Filling out this form is the first step required to obtain permission from Management when you are planning to alter or modify the exterior elements that surround your home.
- b) Ask one of our Representatives to explain how to fill out the form. You are required to fill in basic information such as Name, Space Number, Telephone Number and Email Address. There is a small space for you to fill out a simple description of the additions or modifications you wish to make on your home site. Keep this very basic. If you wish to make these modifications yourself, then state so on the form. If you wish to use a Vendor who is currently listed on the PALM CREEK APPROVED VENDOR LIST, please fill in the Vendors name and telephone number. Please refer to the back of the SITE IMPROVEMENT FORM. You will notice a basic sketch of a typical home site within the Palm Creek Resort. Please roughly sketch what your modifications or alterations may be for you home site. No need to be an Architect – the sketch can be very elementary. Call out desired measurements for additions such as patios and walls. Call out east, west, north and south. Call out locations for plants, fountains, trellises or lattice structures. If you are installing landscape plants, please refer back

to the DESCRIPTION location on the front of the form and fill in the quantity and name of the plants you want to plant. Please notice property line setbacks shown on your sketch. If you wish to be more elaborate, please use a piece of graph paper (available upon request) to show design intent and dimensions for your improvement. This paper can be stapled to the SITE IMPROVEMENT FORM. Sign your name. Please return the completed form to Guest Services where it will be processed.

### **3. APPROVALS AND PERMITS**

- a) Within two weeks, your SITE IMPROVEMENT FORM will be reviewed. Your request will be approved or denied. In some instances, Management may request more information. Residents will be notified as to the status of all requests by Guest Services when the review of the request is complete. If the request is approved, you will be asked to stop by Guest Services to pick up a signed copy of the approved request and a 5"x7" YELLOW PERMIT CARD.
- b) You have 120 days to complete your Site Improvement. During the improvement process, please place the YELLOW PERMIT CARD somewhere on the front of your home where it can be seen by Palm Creek Staff. It can be in a window or attached somewhere towards the front of the home site in a plastic Zip Lock bag. Please try not to lose the permit as you are required to hand it in when your project is finished. When the Permit is handed into Guest Services upon completion of your approved project, this will signal for someone from Palm Creek's Staff to come by your site and inspect your improvements for compliance. Please limit the extent of your project to what was approved on your SITE IMPROVEMENT FORM.
- c) OTHER PERMITS AND INSPECTIONS – Approval of your requests for Site Improvements by Palm Creek's Management does not imply that permits and inspections issued by the City of Casa Grande are not required. If we are aware that additional permits are required by the City or other Government Agencies, you will be notified as noted on your SITE IMPROVEMENT FORM. **The Resident is responsible for all required drawings, engineering, permits and fees associated with any improvement that is deemed to require a City Permit or Inspections.**

***PLEASE NOTE: Failure to obtain a permit may result in the removal of the improvement and/or a fine.***