



Celebration Residential Owners Association, Inc.
 Celebration Non-Residential Owners Association, Inc.
 851 Celebration Avenue, Celebration, Florida 34747
 Ph 407-566-1200 • Fax 407-566-1210

Townhall@ciramail.com



REQUEST FOR APPROVAL (EASEMENT MODIFICATIONS)

Obtain current Design Guidelines and Application from the Association's offices or download from the Celebration Front Porch (<http://www.celebration.fl.us>) using owner ID and password. Select *Guidelines* under the CROA tab.

WHICH PROPERTY TYPE: Single-Family; Townhome/Duplex/Triplex

Property Address: _____

Property Owner's Name: _____

Property Owner's Email address: _____ **Phone:** _____

Project Contractor's Name: _____

Project Contractor's Email Address: _____

Project Contractor's Company: _____ **Phone:** _____

1. *Attach a drawing of the easement area, with dimensions, showing the desired changes.*
2. *Attach photos or other color documentation of hardscape materials being proposed for walkways. If pavers will be used include a drawing showing the design of border and field.*
3. *For mailbox changes see: **Design Guidelines: Mailboxes***

() By initialing, property owner authorizes the Association to release information, upon request, concerning this or a similar project for this property to the Contractor named above.

() By initialing, property owner requests notifications for this project by email only (no printed copy will be mailed, reducing Association expenses for paper and postage).

Property owner hereby authorizes the Association and members of the Architectural Review Committee to enter onto the subject property for purposes of confirming information contained on or collected for processing this application and for inspecting the project during execution, upon completion of the project, or upon expiration of the approval.

Owner's Signature and Date:

SPACE BELOW IS FOR ARC USE ONLY

STEPSTON				LOT	
LANDSCAP				VIL	
RCV	PUR			ACCT	
LOT				CENN	
ARCH				START	COMP



Design Guidelines

Approved by the CROA Board of Directors on 03/11/2013; effective for applications received on or after 03/11/2013.



EASEMENT MODIFICATIONS

Cautions

- I. This Guideline applies to the general area between the street (or side street) and the sidewalk which runs parallel to the street or side street which is contiguous to a residential Unit. This land is owned by either the Celebration Community Development District (CCDD) or the Celebration Residential Owners Association (CROA).
- II. The property owner of the adjoining residential Unit is responsible for “maintaining, mowing, replacing sod, pruning” (etc.) as stated in Chapter 6.1 of the Celebration Community Charter [formally the “Restatement of Amended and Restated Declaration of Covenants, Conditions, and Restrictions for Celebration Residential Properties”].
- III. Modification of the easement area by the adjoining residential property owner requires approval from the easement owner or by authority delegated to the ARC (refer to the January, 2011 “Delegation of Authority” between the CCDD and CROA).
- IV. **All changes to the easement property (whether approved or not approved) may be removed at any time, without notice, by the easement owner. The easement owner has no responsibility to maintain, repair, or replace any changes made by the adjoining residential property owner.**
- V. Concrete curbs edging street pavement are not part of the easement. Curbs have the same ownership as the adjoining street (which may be public [Osceola County] or private [CROA, condominium associations, Lexin Properties, etc.]).

Standard Guidelines for ALL Easement Modification applications

- A. Visually the easement should be complementary to the adjoining residential property and should appear to be an extension of the residential property.

Easement Trees (“Street Trees”)

- B. The CCDD provides routine tree trimming and monitors the health of street trees. For concerns about street trees contact the CCDD office at 407 566-1935.
- C. Residential property owners which are adjacent to an easement are responsible for maintenance of the area around the tree.
 - a. “Tree rings” are required around street trees. Rings should not extend more than the distance of the inside edge of the curb to the sidewalk, less six inches.
 - b. Tree rings are to be maintained in a circular design and not allowed to run haphazardly.
 - c. The outside edge of the tree ring should be defined along its entire perimeter (wherever possible) by plant material – either sod or ground cover which is predominant in the easement area.



Other options may be submitted to the ARC for consideration.

- d. For “bald cypress” street trees (as on Norfolk Place, Golden Canna Lane and elsewhere in the community), maintain a weed-free zone in the tree ring but do not add mulch (the cypress knees which emerge from the surface soil obtain oxygen for the tree and should not be covered).
- e. For street trees *other than bald cypress* a layer of organic mulch should be provided:
 - i. Ensure that mulch is natural material and color (such as pine nuggets, pine straw, cypress mulch, etc.). Colored mulch (such as red or blue cypress) or non-organic (such as crushed seashells, shredded tires or gravel) are not permitted under any circumstances.
 - ii. Normally a 2 to 4-inch layer of organic mulch is best. Additional mulch should be added only as needed to fill thin areas.
 - iii. The best method for tree rings is to think “doughnut” instead of “volcano.” The mulch should be a large ring around the base of the tree, like a tire, or a doughnut. There should be no mulch up against the trunk.
- D. Do not attach anything to the trees which is invasive – such as nails, staples, tacks, etc.
- E. Other than winter holiday decorations, no other decorations or plants are permitted to hang from street trees.
- F. A fabric ribbon to signify a recognized special event (for example, Breast Cancer Awareness month) may be tied around a tree trunk for a maximum of 30 days.



Specifications for Stepping Stones

- G. Stepping stones should be installed as a natural extension of the lead walkway from the front door of the home to the street or, alternatively, crossing the easement near the mailbox. They must be evenly spaced in a single row with the tops of the stones level with the curb and the adjacent sidewalk, aligned perpendicular from the sidewalk to the curb
- H. Stepping stones must be surrounded with the same type of plant material (sod, ground cover, etc.) used elsewhere in the easement.
- I. Stepping Stones must be square or round; a natural concrete, gray, white or cream color with a non-decorative surface; and not larger than 18” square or diameter. For example, no exposed tile, rock aggregate, handprints, bird tracks, painted designs, mottos, etc.

Specifications for Walkways

- J. The adjoining residential property is limited to one hardscape surface (stepping stones, concrete, pavers, etc.) other than a driveway from the residential property to either the street or side street. (Hardscape surfaces installed by the easement owner are not counted as part of this.)

- K. Walkway should be designed to extend the existing lead walkway directly to the curb, using the edges of the existing walkway and maintaining the same width of the walkway. Adjustments are required if:
 - a. Lead walkway has an angular design (for example, narrowing from a wide porch to a 36" connection to the sidewalk). Use a rectangular walk in the easement which maintains the width of the lead walkway connected to the sidewalk.
 - b. Lead walkway is more than 36" wide at the connection to the sidewalk. Center a 36" walk in the easement based on the centerline of the lead walkway.
- L. Walkways may be either manufactured materials (e.g., brick or concrete) which are complementary to the materials already present at the home or may be natural (flagstone).
- M. Walkways of manufactured materials must match the material, color and design of the lead walkway. Walkways of flagstone must be installed with flagstones having greenery such as sod or a creeping small-leaved vine (such as Asiatic Jasmine) to soften the appearance and minimize erosion of the base material (such as sand).

Landscaping

- N. Landscaping in easements is limited to sod or a low ground cover (not more than 6" above soil surface) which will create hardy and dense foliage such as Asiatic Jasmine.
- O. Landscaping other than sod and low ground covers are not permitted around mailboxes, lamp posts or fire hydrants (no shrubs or vines).

Water Drainage

- P. For water drainage issues in the easement space contact the CDD.

Signs

- Q. No signs of any kind are permitted in the easement area. This includes:
 1. Political signs (must be on residential owner's property and in accordance with the Community Charter).
 2. Home Available signs (refer to Design Guidelines: Home Available Signs)
 3. Garage Sale, Porch Sale, etc. signs

Maintenance

- R. Routine maintenance includes, but is not limited to:
 1. Cleaning to remove dirt, algae/mildew, rust, etc., from walks and mailboxes
 2. Eliminating weeds in cracks of joints of walks.
 3. Repairing cracks in walkways or replacing cracked or broken stepping stones.
 4. Repositioning stepping stones which have shifted out of alignment.
 5. Trimming the edges of hard surfaces to keep plants from growing across sidewalks, stepping stones, walkways, curbs, driveway aprons, etc.

CDD USE AGREEMENT

The CDD USE AGREEMENT (Construction) shown on the next three pages is a part of this application. Any modification to the easement by the property owner indicates owner's acknowledgement and acceptance of the CDD USE AGREEMENT. A copy of the ARC approval may be forwarded to the CDD for their records.