

Landscape Plan Submittal Steps

1. Homeowner

Timeline

At an ACC Meeting with Homeowner	By 4 th Tuesday of the Month	From 4 th Tuesday of the month to 2 nd Tuesday of following month	2 nd Tuesday of the Month at Landscape Committee Meeting	3 rd Tuesday of the Month at ACC Meeting	Post ACC Meeting
ACC Chair gives links (see below) to <ul style="list-style-type: none"> • Landscape Plan Submittal Steps document to Homeowner • Landscape Rules (contains Approved Plants list) • ACC Forms (Landscape Plan Submittal Forms) 	Homeowner submits plan and completed forms to ACC Chair to allow ample time for review and recommendation. ACC chair contacts Landscape Committee Chair.	Landscape Committee reviews plan and site reviews <ul style="list-style-type: none"> • Reviews against approved ACC plan to insure no modifications without ACC approval. • Reviews plants for specific locations and approved species. • Site visit with homeowner or landscaper 	Landscape Committee meets to discuss or modify recommendation of team after site visit	Landscape Chair presents recommendation to ACC	ACC decision letter and recommendation sent to Homeowner by ACC Secretary Once ACC approves all other requirements and Certificate of Occupancy acquired by homeowner, ACC refunds Landscaping deposit

Specifics

A. Kayenta HOA Submittal Documents to review:

- Landscape Plan Submittal Steps document
- Landscape Regulations document with approved plants list
 - These are located at <http://www.kayentahoa.org/acc/acc-guidelines.html>
- Landscape Plans Review Checklist
- Forms from ACC
 - These are located at <http://www.kayentahoa.org/acc/acc-submission-forms.html>

B. Design landscaping using the homes architectural plans as a base.

- Plan must be clearly marked with individual plant locations via numbers or symbols which are matched to a legend. Broad non-specific areas on plan will cause plan to be returned to be corrected with specifics
- Plan must show all Transition Area new landscaping
- Plan must show all plantings requested for consideration to revegetate disturbed Natural area
- Plan must show all plantings requested for consideration for shielding/privacy in the Natural area

- Courtyard area plantings species and locations encouraged but not required.
 - Plans must show all buildings and hardscape areas - home and garage, courtyard(s), patios, driveway and parking area.
 - Any building or hardscape alterations from ACC approved plan must go thru the ACC approval process first.
- C. Submit paper and Digital Landscape plans to ACC Chair **no later than the 4th Tuesday of the month** for potential approval by the ACC the 3rd Tuesday of the following month.
- D. Submit paper and Digital Application for Landscaping/Planting Plan Approval Form L-1 to the ACC Chair **no later than the 4th Tuesday of the month** for potential approval by the ACC the 3rd Tuesday of the following month.
- E. Submit paper and Digital Application Form for Approval of Unlisted Plant Form L-2 if applicable to the ACC Chair **no later than the 4th Tuesday of the month** for potential approval by the ACC the 3rd Tuesday of the following month.
- F. Landscape plan for approval (and therefore deposit refund) should cover Courtyard plantings and trees, Transition (including driveway) Area plantings and trees and Natural Area shielding/privacy or revegetation requests for consideration.
- G. If nothing will be planted in the transition or natural area that needs to be noted to remove any ambiguity for HOA compliance officers.

2. ACC notifies Landscaping Committee

- A. ACC Chair notifies Landscaping Committee Chair about plan submittals and forms.
- B. Chair compares Landscape Plan to ACC building/hardscape approval plan. If discrepancies found plan will be returned to homeowner to get approval through ACC process.

3. Landscaping Committee reviews documents

- A. Landscaping Committee chair requests two volunteers to review the plan. Pair concept prevents he said/she said situations.
- B. One member of the pair reviews the paper plan for compliance.
- Approved Plant List match or discrepancies.
 - If discrepancies confirm Unlisted Plant Form included.
 - Ensures the plans have enough plants to soften the architecture.
 - Ensures trees minimum met.

4. Landscaping Committee Site review

- A. Second member of the pair contacts the homeowner or representative (landscape designer) to let them know an inspection/review will be taking place, regardless if plantings done or not and what time is convenient for homeowner or representative
- The homeowner and/or their representative is invited but not required to join the Landscape Committee Pair for the review visit.

5. Review and Site Visit

- A. Both members of the pair are on a site visit
- B. All trees locations and species reviewed, whether Courtyard or Transitional Areas or Natural Areas.
- C. The minimum tree count is confirmed.
- D. Courtyards
 - If lawns or statuary exist, placement is hidden from view from natural areas.
 - No prohibited Kayenta plants like palm, Russian Olive, etc are planned or planted.
 - Placement of fire pits or water features noted and explained to homeowners those require ACC approval beyond the Landscape Committee review.
- E. Disturbed Berms size, location reviewed and homeowner told ACC approval required
- F. Rocks and/or gravel indigenous color (typically a shade of red sandstone) confirmed.
- G. Soil mass in areas next to home is 4" below stucco to prevent rot and graded down going away from dwelling.
- H. Chicken wire use is per plant not as a fence around an area is confirmed.

6. Landscaping Committee Prepares Recommendations

- A. Pair shall complete the Kayenta Planting Committee Comments Form L-1 page 2 based on site visit review
- B. One of the pair shall present to the Landscape Committee meeting, the review and site visit results.
- C. Landscape Committee in attendance shall review and either accept for ACC presentation or amend as required.

7. Landscaping Committee Recommendation to ACC

- A. The Landscape Plan and comments/recommendation are presented to the ACC by the Landscape Chair at the ACC meeting the 3rd Tuesday of the month.
- B. Two copies of the Landscape Committee comments/recommendation shall be given to the Secretary of the ACC at the time of Landscape Committee presentation.
- C. The ACC makes the final decision on the Landscape Plan and sends a letter with the recommendation to the homeowner.

Landscaping Plans Review Process

Landscaping Committee Philosophy

We are a non-voting sub-committee of the ACC to assist the ACC with new construction Landscaping Plan submittals. As such we are to confirm our neighbors or their landscapers made choices that meet the ACC approved plant list in the Transition, Natural and Courtyard areas. We are to give our recommendation in writing to the ACC. We are to consider planting requests not on the approved list and make recommendations to the ACC on those as well. We want to review the plan not only for Approved List compliance but for visual softening of the architecture. In some cases, we may reserve the right to recommend additional plantings to accomplish this goal.

We will be the friendly community plant experts during the Landscape Plans review process. We may share our personal experiences with homeowners about how to be successful with their plantings if the homeowners are interested during the new landscape plan site visit. Examples might be letting them know about prevalent winter frozen north wind effect on plant locations, especially north sides or down from a courtyard wall or building wall where cold air accumulates and can freeze sensitive plants, or drainage concentration may kill cacti due to over-watering, which plants are poisonous, etc. We should help them understand soils and plants that thrive or not in each specific soil types. We can share vegetable gardening challenges and methods to success. We want to be helpful and courteous and make our review if possible, fun and a way to get to know our new neighbors.

Our Landscape Committee recommendation affects a home-owners refund of deposit or if additional new plantings not approved a homeowner's potential interaction with their HOA compliance officer. If the Landscape Plan is submitted by the 4th Tuesday of the month, we should be as timely as possible to make sure the recommendation is ready for the ACC monthly meeting that occurs the 3rd Tuesday of the month following submittal.

AN IMPORTANT NOTE: Reality is our neighbors might plant substitutions or new plants not on the approved list after we recommend to the ACC that a homeowner's plan should be approved. Enforcing additional not approved plantings **is not our responsibility**. That falls to the Compliance officer of each HOA. We simply assure compliance for new landscape plans or new individual plant additions and guide them to healthy, visually enhancing plantings that preserve or enhance the beautiful high desert.