

KENTFIELD COMMONS HOME OWNERS ASSOCIATION
PAVEMENT CHANGE REQUEST

All applications should be sent to the Association Manager.

Name: _____ **Owner:** Y / N **Date:** _____

Address: _____ **Phone:** _____ **E Mail:** _____

Please review these guidelines and the Architectural Rules and Regulations on the community website before submitting your application.

MATERIALS:

- It is recommended that the driveway, walkway, and any driveway extensions be paved in the same material.
- The front walkway, porch and any walkway extension must be paved with the same material.
- Homeowners must use white-brushed concrete, or pavers from the Kentfield Commons Palette.
- **White-brushed Concrete** replacements must match the color and texture of the original developer-installed concrete. For driveways, concrete depth must be no less than four inches on top of four inches of compacted base rock reinforced with wire mesh six inches on center.
- **Kentfield Commons Paver Palette:**
- CALSTONE Quarry Stone Sequoia Sandstone
- CALSTONE Quarry Stone Rustic Yellowstone
- CALSTONE Quarry Stone Sierra Granite
- CALSTONE Quarry Stone Calico Ridge
- The Pattern must be QS3 or QS8.
- These colors, patterns, and local dealers can be found on the [Calstone website](#).
- Homeowners must comply with the [Paver Installation Specifications](#) and include it in their contract with any contractors.

OPTIONAL EXTENSIONS: Homeowners may have Two 18" Driveway Extensions OR One 36" Walkway Extension along the Driveway. Please Note: Homeowners may not have both driveway extensions and a walkway extension. Homeowners who would like to switch from one type of extension to another must remove the original extension and replace the turf.

Driveway Extensions:

- Must extend the full length of the driveway, and must not exceed 18 inches in width on each side.
- Driveway extensions matching the driveways are recommended.
- Concrete walkways should be constructed with expansion joints aligned with those in the driveway and doweled with rebar 12 inches on center into the existing concrete driveway to ensure no movement.
- Extensions to paver driveways must be constructed with a matching color and pattern to the existing pavers.
- Pavers must be set in mortar on a concrete slab or upon compacted base rock as determined by good construction practice.
- See Kentfield Commons Paver Palette above.
- Describe installation plans in detail.

Walkway Extensions:

- Must be installed along the side of the driveway that is closes to the front door.
- Walkways must be rectangular, must extend the full length of the driveway, and must not exceed 36 inches.
- The new walkway must be either concrete or pavers and match the rest of the walkway leading up to the front door.
- It is recommended that the walkways also match the driveway.
- Concrete walkways should be constructed with expansion joints aligned with those in the driveway and doweled with rebar 12 inches on center into the existing concrete driveway to ensure no movement.
- Walkway Extensions next to paver driveways must be constructed with a matching color and pattern to the existing pavers.
- Pavers must be set in mortar on a concrete slab or upon compacted base rock as determined by good construction practice.
- See Kentfield Commons Paver Palette above.
- Describe installation plans in detail.

CHANGE REQUEST:

This a request to change: Driveway Front walkway and porch Both

This request complies with the guidelines above. Yes No

Materials: I would like to replace my pavement with:

White-Brushed Concrete

CALSTONE Pavers: Color selected: _____ Pattern Selected: _____

Pavement Size and Shape: Select one only.

I will not be changing the size or shape of any paved areas.

I would like to add two(2) driveway extensions. One on each side, not to exceed 18” each.

I would like to add a walkway extension. On the front door side of my driveway, not to exceed 36”.

Other: Please describe and attached a detailed diagram.

After this proposed change the driveway will be constructed of : _____

Walkway and Porch will be: _____

Driveway Extensions (if using) will be: _____

Walkway Extension (if using) will be: _____

Contractor Name and Contact Info: _____

I have attached the Contract with the Paver Installation Specifications.

Attachments: Please include a labeled drawing or diagram, and any other helpful information.

1. _____ 2. _____ 3. _____ 4. _____

Homeowners understands that:

1. Submission of this form alone does not fulfill all requirements for approval. Further information may be required in order to make a decision. Until all information has been received, the application stands *not* approved. (Do not finalize any contracts until you have received Board Approval.)
2. Some driveways contain sewer clean outs, which must be preserved and are likely to have irrigation lines and electrical wiring running underneath at a shallow depth. These must be maintained in operation during and after your construction.
3. Kentfield Commons reserves the right to inspect the installation work during and after completion to ensure compliance with these requirements.
4. Approval of Pavement Change request does not relieve the homeowner of responsibility for submitting plans and gaining approval for any other improvements, changes or additions, as outlined in the CC&Rs governing Kentfield Commons.

Applicant's Signature

Date

Date Received: _____ By: _____ Plans and specifications are: Complete Incomplete

Procedure for Consideration of Proposed Architectural Change Request:

The Architectural Control Committee shall:

- Review the Architectural Change Request and all supporting documents to ensure they are complete and satisfactory.
- Review the CC&Rs and Association rules in the Directory to ensure compliance.
- Submit their findings and recommendations to the Board within fifteen (15) days of the Owner's submission of a properly completed Architectural Change Request and any required supporting documentation.

No proposed Architectural changes may be commenced until written approval is received by the Owner from the ARC and/or Board of Directors. The Owner is solely responsible for ensuring compliance with all Tree Preservation Ordinances and city building codes.

The Board and the Committee shall grant their approval only in the event that the proposed work will benefit and enhance the entire subdivided property in a manner generally consistent with the plan of the development thereof. (CC&Rs Article 18.)

The board and committee's approval or disapproval shall be in writing. In the event that the board and committee fail to approve or disapprove within thirty (30) days after the appropriate plans and specifications have been submitted to it, them, or in any event, if no such suit to enjoin such work has commenced before completion thereof, approval will be deemed given, and compliance with the terms of this article conclusively presumed. (CC&Rs Article 18.)

If Architectural Change Request has been denied by the Board of Directors, the Owner may appear before the Board to present evidence showing the propose alteration(s) of additions(s) comply with the CC&Rs and all City building codes and regulations and that written approval has been obtained from the Owners of all nearby units. A final decision will then be made by the Board of Directors and the Owner will be notified that the request has been either approved of denied within ten (10) days of that meeting.

Architectural Review Committee's Recommendation to the Board of Directors

RECOMMEND RECOMMEND WITH CONDITIONS NOT RECOMMEND

Conditions / Reasons _____

Committee Member Signature _____ Date _____

Board of Directors Action:

APPROVED RECOMMEND WITH CONDITIONS NOT RECOMMEND

Conditions / Reasons _____

Board Member Signature _____ Date _____

All architectural changes must be completed within six months of approval. Please keep a copy of this for your records.

PAVER INSTALLATION SPECIFICATIONS

All homeowners must comply with these **Installation Specifications** and include it in their contract with any contractors.

1. Excavate to design depth of 10 to 12 inches. Use care to protect any sewer clean outs, irrigation piping, and or electrical wiring. Remove all surplus unsuitable sub-base material. Compact the area which has been cleared Spread compacted area with Class II 3/4" minus aggregate base material to a depth of 6 to 8 inches. Compact base in lifts to 95% proctor density.
2. Spread concrete sand evenly over the base and screed to a uniform depth of J to I 1/2 inches up to the edge. Edge restraints can be of various types e.g. PVC Snap/Pave Edge, Wood, Concrete, Aluminum etc. This screened sand should not be compacted.
3. Install the Paving Stones hand tight in the desired pattern 1/4 inch to 3/8 inch above final grade. Then compact pavers with a vibrating plate to final finished grade. The joints between the units should be 1/16 to 1/8 inch space. Most pavers are made with spacer bars to create a minimum joint space. This space is provided for sand to enter.
4. Cut the pavers with splitter or saw where required to fit neatly and accurately.
5. Once area is installed, compact the pavers 2 to 3 passes into bedding sand with a plate vibrator. This equipment should be capable of 3,000 to 5,000 lbs. of centrifugal force.
6. Sweep dry sand over pavers and into joints making 4 to 5 passes with plate vibrator across the surface until the joints are full of sand.
7. Sweep off excess sand and dispose of offsite. Wash down completed driveway, Later, after it is dry, apply BP natural joint stabilizing sealer to stabilize the sand between the pavers, to prevent any possible staining or absorption of foreign materials, and weed growth.
8. Ensure the street in front of and near the home is clean during and after the construction work.

Following the above guide lines will provide a beautiful, long lasting driveway for many years to come.

