

ARCHITECTURAL SUBMITTAL CHECKLIST

PLEASE NOTE: PLEASE READ CHECKLIST CAREFULLY. INCOMPLETE SUBMITTALS WILL CAUSE DELAY IN APPROVAL PROCESS. Below is a listing of items that are required to accompany the application prior to review by the Design Review Committee (DRC). Failure to provide a complete application may result in a delay in processing your request.

ALL ITEMS ARE REQUIRED TO BE UPLOADED TO ON LINE SUBMISSION:

1. **Exhibit A** (Application) completed, signed and initialed.
2. **Exhibit B** (Patio Cover) completed and submitted, if applicable.
3. **Plans Showing the Work to Be Done** – Detailed drawings showing the height, length, width, color, setbacks (plants, trees and any structures), and what the improvement will look like when completed.
4. **Landscape Plans** – These plans show a diagram of your house and where the landscaping improvements will be. Indication of plant and tree types and location are required.
5. **Material Samples** – Example: Type of rock to be used, color chip of paint, pictures of gazebo, pool, patio cover and spa should accompany the plans for the same. *A detailed drawing or picture must be submitted.*
6. **Pool Plans** – The requirements for a pool submittal are as follows. Please refer to Design Guidelines for additional information.
 - A. The Association may require **refundable deposit**. A check or money order made payable to the Association must be paid prior to commencement of work.
 - B. **Before photos** of the Common Areas, including streets (from center of the street to the curb), curbs, gutters, sidewalks, party walls, common area landscaping (if applicable), utility collars and boxes, etc. need to be included for deposit to be refunded. Photos must be emailed, not faxed. Photos of your front and rear yard and completed pool are NOT required.
 - C. **After photos** of the same Common Areas as the “before” photos must be submitted after the pool is completed and at the time the deposit refund is requested.
 - D. Engineers Report – These plans must state where the pool pump equipment will be located and the neighbor that is directly next to the pool equipment **MUST** sign off by the pool equipment.
 - E. Building Permit.

Fee Schedule

Standard Application	\$75.00
Landscape	\$150.00
Solar	\$200.00
Pool	\$250.00
Inspection Fee: Assessed if before and after photos not submitted	\$55.00 Each

EXHIBIT A

Homeowner Name: _____ Date: _____

Property Address: _____

Mailing Address (if different): _____

Contact Phone: _____ Evening Phone: _____

Email Address: _____ Cellular: _____

Proposed Start Date: _____ Completion Date: _____

Contractor Name: _____ License No: _____

**PROJECTS BEING SUBMITTED:
(Please check all appropriate spaces only one per application)**

___ Landscaping: ___ Front ___ Back ___ Side (Check appropriate spaces)

___ Pool & Equipment ___ Patio

___ Spa & Equipment ___ Patio Cover

___ Satellite Dish/TV Antenna ___ Sports Apparatus & Play Equipment

___ Fence(s) ___ Gazebo

___ Awnings ___ Painting

___ Gutters ___ Drains (if altering existing grade)

___ Lawn Only ___ Solar Panels

___ Synthetic grass (weight: ___ lbs.) ___ Other: _____

PLEASE FILL IN DETAILS IF NOT SHOWN ON PLANS:

1. Are all existing (previously installed) improvements shown on plans? Yes No

2. Landscape additions require: Names of plants, locations of plant material, color and sample of rock material (if appropriate). *Use additional pages if necessary.*

3. Types of building materials used: _____

4. Color Scheme of improvement: _____

EXHIBIT A (*Continued*)

SUBMITTAL CHECKLIST:

- A. County and/or City building permits attached? Yes No
- B. Original submittal and plans with 1 copy included? Yes No
- C. Paint Scheme, color codes and samples? Yes No
- D. Hardscape Materials, samples, colors? Yes No
- E. Copy of signed Disclaimer? Yes No

Please initial each paragraph below:

_____ Owners remain permanently responsible for the maintenance and upkeep of additions and modifications to their property. Certain items may be required to be recorded with their deed.

_____ Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer. The review is intended to consider aesthetic applicable aspects of improvement.

_____ Owner may also need to acquire approval from the County/City for permission to encroach within County/City easement.

_____ Owner may need to provide a bond/deposit when heavy equipment is used on Association common areas (including streets).

_____ Owner must restore all areas that are damaged or demolished for access during construction of this improvement. Additionally, permission is required for all such demolition prior to the event.

_____ Owner acknowledges the following:

- DRC approval is required prior to beginning work.
- Proper permits must be obtained prior to any work commencing
- Owner must maintain an adequate no plant zone from block walls and property lines and may not encroach on adjacent lots
- All concrete must be of earth tone or natural color. No vivid colors permitted (see community color scheme).
- Must not use decorative rock that contains high concentrations of mineral salts due to the corrosive nature of such salts.
- Must maintain proper drainage of lot as installed by the developer and may not obstruct or impair proper drainage, to include not allowing water to come into contact with the house foundation/slab or flow into neighboring lots.
- Must not raise grade against walls or house for any reason.
- Wrought iron, slump stone and wood fencing may not be modified without prior written approval.

EXHIBIT A (Continued)

This approval is limited to a determination as to quality of materials, harmony of external design with existing structures, and as to location with respect to topography and finish grade elevations of the structure to be built on your property. You must comply with all provisions of the CC&Rs recorded against your property especially as to any height restrictions or restriction as to number of stories. Your improvement must comply with all city and county building ordinances. The improvement may require a building permit that you would be responsible to obtain. It is not the duty or responsibility of the DRC to check compliance with any of the covenants, conditions and restrictions, building ordinances, or proper building practices and designs. The responsibility is solely that of the owner and is subject to the approval and enforcement rights set forth in the CC&R's. In approving your submission, the association neither assumes responsibility or liability for your compliance, nor waives its rights to hereafter enforce your compliance.

Homeowner must submit construction schedule to the DRC prior to commencement. Notification to the DRC must be given for inspection upon completion of this home improvement.

With regards to this application, by signing below you acknowledge that:

- I. The drainage on your property at this date is designed, installed and functioning properly.**
- II. The HOA strongly recommends a minimum of a three-foot (3') setback from any block wall in rear yards. Homeowner shall be solely responsible for any damage to or weakening of any block wall resulting from homeowner's failure to comply with the foregoing recommendations. Homeowner should consult with appropriate landscaping, engineering, or other professionals to ensure that damage does not result from building within any setback.**
- III. You indemnify the Association, Developer and all third parties from any damage resulting from your proposed improvement.**
- IV. Your proposed improvement may impair remaining developer warranties, if any.**
- V. You have reviewed the entire set of Design Guidelines and Covenants, Conditions and Restrictions (CC&Rs) to be in full compliance.**
- VI. Original ARC Applications will not be kept by the Association. It is suggested you retain a copy for your records.**

Acknowledged and agreed:

Homeowner signature

Date

Homeowner signature

Date

This signed form must be returned to the DRC for your application to be reviewed.

PATIO COVER CHECKLIST

EXHIBIT B

The following information is needed for all patio cover submittals. This information must be accompanied by plans which show **all the listed details**, dimensions and what the completed cover will look like. Setbacks must be clearly indicated on the site plan and meet all code requirements. Structure must be painted to match the color of the residence.

NOTE: Restrictions and requirements for patio covers are clearly defined in the Design Guidelines. Failure to comply with the building standards as set forth in the Guidelines is sufficient reason for the DRC to deny the request for the project. Projects found to be in non-compliance with established requirements may be required to be removed or replaced *at the homeowner's expense*.

1. Height _____ Slope _____

Width _____ Overhang _____

2. Roof Type: _____ (A or B)

A. Flat with spaced slats? Yes _____ or No _____

What is the spacing of the slats? _____

B. Must match existing roof type.

4. Wood Type: _____

5. Post Size: _____

6. Color: Structure may be natural wood (all natural wood surfaces must be finished) or must be painted to match the existing house trim color.

A: Is natural wood being used? Yes _____ No _____

B. If painted, what is the color of the paint? _____

7. Stucco: Will stucco be applied to patio cover? Yes _____ No _____

If yes, stucco *must* match the stucco type and color that is on the residence.

NOTE: Owners remain permanently responsible for the maintenance and upkeep of additions and modifications to their property and any modifications must be recorded with their deed.

DESIGN REVIEW COMMITTEE

ACTION TAKEN - FOR OFFICE USE ONLY

NAME OF APPLICANT: _____

ADDRESS: _____

PROJECT: _____

_____ APPROVED _____ DENIED _____ CONDITIONALLY APPROVED

Submittal Checklist

Meets all Setback Requirements: ___ YES ___ NO ___ N/A

Conforms w/existing improvements: ___ YES ___ NO ___ N/A

Plant list adherence: ___ YES ___ NO ___ N/A

View restriction adherence: ___ YES ___ NO ___ N/A

Meets all documentation & plans specifications: ___ YES ___ NO ___ N/A
(INCLUDES ALL REQUIRED BUILDING PERMITS, ENGINEERING SPECIFICATIONS, AND OR POOL EQUIPMENT SIGN-OFF SHEET)

Conforms to Design Guidelines: ___ YES ___ NO ___ N/A

COMMENTS: _____

COMMITTEE MEMBER(S) SIGNATURE:

DATE:
