

Bixby Hill Community Association

Application for Architectural Improvements

**Allow 30 days for review of a complete application. Incomplete applications will be returned.
No work may begin prior to approval**

Please submit a complete application with copies of your proposed improvement plans and specifications to:

Bixby Hill Community Association Architectural Committee
c/o Seabreeze Management Company
755 N San Vicente Blvd – Suite RW-800
West Hollywood, CA 90069
Phone: 949.672.9020

You may also email your application if all pages are merged into one PDF file to:

chantal.lara@seabreezemgmt.com

Project Owner Information:	
NAME:	DATE:
PROPERTY ADDRESS:	
HOME PHONE:	CELL PHONE:
MAILING ADDRESS:	E-MAIL ADDRESS:

Architect or Contractor: (If applicable)	
NAME:	PHONE:
MAILING ADDRESS:	
CONTACT:	LICENSE:

☐ **Approval is requested for the delivery and use of a porta potty on the property:**

Location on property: _____ Date of delivery: _____ Date of removal: _____

Portable toilets must be screened from view in such a way that they blend with the environment. i.e., green wrap in landscape areas or white wrap in front of white garage doors. Portable toilets hidden behind a property don't have to be screened.

☐ **Approval is requested for the delivery and use of a portable storage POD on the property:**

Location on the property: _____ Date of delivery: _____ Date of removal: _____

Homeowners must ensure the POD fits on their property and does not protrude into the sidewalk or common areas.

☐ **Approval is requested for the delivery and use of a dumpster on the property:**

Location on the property: _____ Date of delivery: _____ Date of removal: _____

Homeowners must ensure the dumpster fits on their property and does not protrude into the sidewalk or common areas. In the event it does not fit on their property and must be placed on the street, the maximum time allowed is seven days.

IF APPROVED, a member of the Architectural Review Committee will notify the gate guards in advance of the approved delivery date(s). Otherwise, delivery will be denied.

Anticipated Work Schedule:

PREFERRED START DATE:	ESTIMATED COMPLETION DATE:
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No work may begin prior to approval. Allow 30 days for review of the application.

Written Description of Proposed Improvements: Please describe the project and provide details such as images of samples, material specifications, manufacturer, color descriptions, paint brand, name/number, etc. Failure to adequately provide clear details and specifications can delay application review. Add additional pages if needed.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Neighbor AWARENESS Section:

A **MINIMUM** of **THREE** neighbors must sign. Applications without **THREE** neighbors' signatures will be returned as incomplete. All improvements require notification of all neighbors who are **visually affected or impacted** by the proposed improvement or equipment use (i.e., dumpster, porta potty, etc.). Such notification shall be indicated by the neighbors' signatures below. To secure the minimum **THREE** neighbor signatures, you may have other neighbors on your street that may be affected or impacted sign.

A neighbor's agreement is **NOT** a condition of approval.

The Architectural Review Committee is **NOT** required to deny an application based on the disapproval of affected neighbors. Neighbors who object to the proposed improvement are invited to submit their concerns in writing to the Architectural Review Committee.

NEIGHBOR ADDRESS	PRINT NAME	DATE	OBJECT TO PROPOSED IMPROVEMENT	DO NOT OBJECT TO PROPOSED IMPROVEMENT	SIGNATURE
NEIGHBOR ADDRESS (LEFT)					
NEIGHBOR ADDRESS (RIGHT)					
Other VISUALLY IMPACTED NEIGHBOR ADDRESS					

Project Owner Acknowledgment Section:**I UNDERSTAND AND AGREE THAT**

1. Any application missing information or is unclear will be returned without processing.
2. No work shall commence until the written approval of the Bixby Hill Community Association Architectural Review Committee has been received.
3. Building permits for the proposed work may be required, and the cost of any permits and the responsibility of obtaining permits and subsequent County inspection is the responsibility of the undersigned. Architectural Review Committee approval is not intended to be, nor shall be, considered a substitute for approval by the necessary and appropriate governmental agencies.
4. The Architectural Review Committee's approval or disapproval shall be based on the considerations outlined in the CC&Rs, Bylaws, and Rules and Regulations. The Architectural Review Committee shall not be responsible for reviewing, nor shall its approval of any plan or design be deemed approval of, any plans or design from the standpoint of structural integrity, safety, engineering, or conformance with building or other relevant codes.
5. I have read this application and understand and agree to the terms and conditions of the Architectural Review Committee's review.

Signatures of ALL Project Owners:

OWNER:	DATE:
OWNER:	DATE: