



San Miguel Ranch Master Association

Home & Landscape Improvement Application Check List – Appendix D

When working on your Architectural Application for Landscape/Hardscape Improvements, please ensure that you have all items listed on this checklist before submittal. Your **application must be submitted a week before the Architectural Committee Meeting and it must be completed in its entirety!** Please visit the www.sanmiguelhoa.com website for the next scheduled Architectural Committee meeting. The Architectural Guidelines should be referenced while drafting your plans; this is merely a checklist for frequently missed items.

Does Your Application...

- ☐ Do you have a photo of the area you are purposing to change? (e.g. front of your home, rear yard)
- ☐ Did you include neighbor signatures from your front, rear, and side neighbors?
Note: This is notifying your neighbors of construction, not their approval. Please attempt to obtain your neighbor's signature at least three (3) times before submitting a partial application.
- ☐ Do you have a description of the work that is going to be completed? Please feel free to be as detailed as possible with your project.
- ☐ Include a plan to show where installations are going? (See section below)

Does Your Plan...

- ☐ Include a drawing that shows where all installations are going in relation to your home and property lines?
- ☐ Do you have the dimensions of all areas on the plan in relation to your home and property lines?
Note: Without dimensions (length, width, and height where applicable), the Committee cannot understand the amount of material you are putting in, or the actual size of your yard(s).
- ☐ If you are submitting for front yard changes, did you include measurements for all landscape, hardscape (including driveway and walkways), and proposed landscape/hardscape changes?
- ☐ Did you list all plants/materials and where they are being placed?
- ☐ Include colored photos of all materials?
Note: Bricks, mulch, gravel, rocks, plants, etc. Everything that is going in your yard(s) should have a colored picture included with your plan. If turf is being installed, a sample and a spec sheet showing the face weight is required.
- ☐ Are you following the 60/40 rule, which states that only a maximum of 60% of the front yard can be hardscape?
Note: Hardscape is considered anything that is not living plant material or turf.
- ☐ Ensure that all front yard walls or structures are 2 feet back from the sidewalk?
- ☐ Ensure that all permanent structures are 6 feet away from the fence boundary lines (e.g. rear and side fence boundary lines)

Still Have Questions?

Still have questions? Is something unclear? If so, please contact the onsite office via email at smrstaff@waltersmanagement.com for more information or for example applications, cheat sheets, or a copy of the architectural guidelines.



San Miguel Ranch

San Miguel Ranch Master Association **Home and Landscape Improvement Application – Appendix D**

Please make sure that you have completed the application in its entirety and you have reviewed the checklist on the front page of this application. It is imperative that your application includes all the supporting documents, samples, and photos for the Committee's review. You may find the meeting schedule on the community website, www.sanmiguelhoa.com.

☐ Original Application

☐ Resubmittal

Homeowner Name(s): _____

Property Address: _____

Phone: _____ Email: _____

Description of Improvement:

Attach additional piece of paper If necessary.

Description of any landscape previously installed by builder or prior owner:

Proposed Start Date: _____

Proposed Completion Date: _____

Extension Requested Date: _____

Extension Reason: _____

Please Notify Management of the Actual Date of Completion

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Neighbor Notification **(This Section Must Be Completed)**

The intent is to advise your adjacent neighbors of your proposed improvements. This includes front, side, and rear yard neighbors. Any neighbors who may reasonably be affected by the improvement must be notified.

Name & Address

Signature

Phone

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