

ARCHITECTURAL IMPROVEMENT APPLICATION INSTRUCTIONS

Note: This application is not to be used for rebuilds or major remodeling projects.

1. Complete all information required on the Architectural Improvement Application form.
2. Briefly describe the improvements for which you are applying.
3. If applicable, submit drawings of architectural plans. Drawings should include:
 - a. Applicant's name.
 - b. Association Name, Tract/Lot Number (if available).
 - c. Address of property and Address of Owner if different than property.
 - d. Architect/Engineer's Name and Registration, if any.
 - e. Date of preparation of plans and specifications.
 - f. Scale and legend. Scale must be 1/4" or 1/8" – 1'.
 - g. Plan View (if applicable).
 - h. Elevation View (if applicable).
4. Attach materials specifications, including size, color and texture. If repainting the exterior, the ARC must do an on-site color inspection of a paint swatch on the building before giving final approval.
5. Submit 2 copies of all items unless submitted electronically to tanner@crownpm.com.
6. Send or deliver all application items to:

Crown Realty Property Management
1601 Lincoln Avenue
Napa, CA 94558
707-255-0880/Fax 707-255-0996

The Highlands at Silverado Owners Association
Architectural Improvement Application
Approval Request

TO: The Highlands at Silverado Owners Association
Architectural Committee
C/O Crown Realty Property Management
1601 Lincoln Avenue
Napa, CA 94558
(707)255-0880 FAX (707)255-0996

Date: _____

Name of Owner: _____

Mailing Address: _____

Telephone Number: _____

Property Address: _____

Lot: _____

Architect, Engineer, or Owner's Representative: (if applicable)

Name: _____

Mailing Address: _____

Telephone Number: _____

Description of Improvements Desired (give full details of type and extent of improvements):

Amount of time requested to complete Improvements: _____

The attachments being submitted are:

_____ Front Yard Plan	_____ Drainage Plan
_____ Rear & Side Yard Plan	_____ Landscape Planting
_____ Preliminary Plan	_____ Grading Plan
_____ Final Plan	_____ Landscape Hardscape
_____ Plot Plan	_____ Exterior Painting Color Change
_____ Building Alteration Plan	_____ Construction Building Plan
_____ Fence Installation or Modification Plan	_____ Exterior Wiring Installation or Modification

Owner's Statement: The undersigned Owner acknowledges and agrees:

1. Approval of a project plan by the Architectural Review Committee (ARC) on behalf of the Home Owners Association is required prior to any project construction.
2. That the application for approval by the Architectural Committee shall not be deemed to have been submitted until Owner has provided all of the items required for the type of improvements contemplated, as required by the Architectural Review Committee.
3. If the project plan requires approval by the Napa County Planning Department, then ARC approval is required prior to submission to the County.
4. The Owner has read, understands, and shall conform to all requirements of the architectural standards and the applicable provisions of the Declaration.

ARC approval means that the HOA has consented to let the project proceed. It does not mean the project meets the requirements of the Napa County Planning, Building, or Fire Department, or any other government agency. It is the sole responsibility of the property owner to ensure that their property, and any modifications thereof, complies with all regulations, codes, specifications or other restrictions imposed by all local, state or federal agencies. The HOA and its committees are not responsible or liable for ensuring a project meets government regulations.

OWNER'S SIGNATURE: _____ DATE: _____

☐ **IF YOU WOULD LIKE TO SCHEDULE A MEETING WITH THE ARCHITECTURAL COMMITTEE CHAIR PLEASE CHECK THE BOX.**

The space below this line will be completed by the Architectural Committee.

The Architectural Committee has taken the following action:

- [] Approved as Submitted on _____.
- [] Approved on _____ with the conditions noted below.
- [] Disapproved for the reasons noted below.
- [] Design Review Approval is not required or has been waived.

Committee Signature: _____ Date: _____