

**RANCHO PACIFICA**  
HOMEOWNERS ASSOCIATION

**APPLICATION FOR IMPROVEMENT TO STRUCTURE, LANDSCAPE OR HARDSCAPE**

**\*\*\*CONSTRUCTION MUST NOT COMMENCEMENT PRIOR TO WRITTEN APPROVAL\*\*\***

Owner's Name: \_\_\_\_\_ Lot No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Site Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone 1 \_\_\_\_\_

Mobile Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

All modification submittals shall include 3 sets of the following plans: (1) A copy of the as built, clouded with the areas to be changed; (2) A copy of the proposed modification(s); (3) A detailed written list of areas to be changed. Electronic plans may be preliminarily reviewed and approved prior to printing and delivery of hard copies. It is the responsibility of the homeowner to ensure that the full printed sets of plans are the same as the approved electronic plans. Please check each item submitted for DRC review:

Submitted Modification	Initial Review Fee	Deposit	Construction Time
Additional structure under 300 sq. ft	\$1,300	\$5,000	6 months
Additional structure 300 sq. ft or more	\$2,300	\$10,000	9 months
Exterior color change	\$300	None	3 months
Shingle or roof tile replacement (different from existing)	\$750	None	3 months
Architectural embellishments to existing structure (i.e., skylights, windows, doors, stone, attached patio covers, attached heaters)	\$1,300	\$5,000	3 months
Other changes to existing structure (explain below or on additional sheet)	TBD	TBD	TBD
Tree removals/replacements (provide description of proposed work)	\$500	None	1 month
Solar Panels	\$1,000	\$10,000	3 months
Swimming pool with solar panels	\$1,500	\$10,000	3 months
Swimming pool without solar panels	\$1,000	\$10,000	3 months
Additions or alterations to landscaping (i.e., fences, perimeter walls, retaining walls, gates, entry monuments, patios, gazebos, arbors, fountains, barbeques, artificial turf)	\$1,000	\$5,000	3 months
Other additions or changes to landscape/hardscape (explain below or on additional sheet)	TBD	TBD	TBD

Additional Explanation: \_\_\_\_\_

**The required initial review fee for a modification covers one plan review and one final site review by outside professional consultants. Subsequent review fees, if necessary, shall be determined by the DRC for the modification.**

**The required deposit for a modification may differ from the above referenced amounts, as determined by the DRC, based on the scope of the modification. Deposit and Deposit Construction Agreement form (Exhibit D) must be submitted prior to commencement of project.**

**At the time of final inspection, when the certificate of completion of construction is provided by the Association, and all compliance issues (if any) are resolved, the homeowner will be entitled to receive the construction deposit amount, less any possible fines, fees or other deductions incurred.**

**\*\*If construction has not started or a continuance is not received by the owner or owner's representative within ninety (90) days after DRC final approval of the submission, the approval will expire, and a new submission and fee will be required.**

Signature of Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Owner/Agent: \_\_\_\_\_