Design Review Application Packet

Date Submitted: _____   **Lot Number:** _____

Property Address: _____

The Design Review process is vital to maintaining property values within the Association.

Each member has the primary responsibility for adhering to the requirements of the association's CC&R's Architecture Guidelines, and Rules and Regulations and not violating any of those requirements. The applicant is responsible for adhering to all state codes and regulations and, prior to starting construction, for obtaining any permits as required by the State of California. The Design Review Committee and Board of Directors are primarily responsible only for the aesthetic impact on the Community.

Applicant understands that it is the applicant's responsibility to know the Associations architectural guidelines. If a member submits an application that misrepresents (either implicitly or explicitly), any item to be in complyance with architectural guidelines, setbacks, etc., when, in fact, it is not, then said member will be responsible for corrections.

- It is the owner's responsibility to have the lot corners marked so that the setbacks can easily be determined.
- Also, keep in mind that only 75% of the lot can be coved with structure.
- The more detailed and accurate the application, the more expedient the Design Review Committee and Board of Directors can process it.
- Commencement of the project must occur within 90 days and completion within 1 year from date of Board approval.
- Applicant understands and agrees to deliver "Notice of Completion" to the Association office within 5 days of completion of the project.

By signing below the applicant acknowledges they have read and understand the conditions as outlined in this application, rules and regulations, architectural guidelines, and CC&R's.

Print Name: _____

Sign Name: _____

THE OAKS
Community Association

Design Review Request

Date:_____

Applicants Name (property owner: _____

Property Address: _____ **Lot Number:** _____

Phone Number: _____ **Email Address:** _____

A detailed drawing or pictures showing the proposed finished project must be attached. Any drawing must be to scale and show all lot dimensions and boundaries. It is often helpful to include any brochures or other information you may have. Drawings must be to scale. Design review approval is required for all exterior modifications and improvements. Approved Design Reviews Expire after 90 days.

I / we are requesting approval for the following project(s):

_____

_____

_____

_____

_____

_____

_____

Will you be using all new material? _____

Have you notified your neighbors of your project? _____

Does your project conform with the neighborhood? _____

When is your expected date of completion? _____

Print Name: _____

Sign Name: _____

ARCHITECTURAL RULES and DESIGN REVIEW (SEE Architectural Guidelines)

1. No exterior additions, modifications or alterations of any kind shall be made without prior written approval by the Association. This does not apply to maintenance or replacement of "like-kind" items such as repainting a home exactly the same color or replacing a shrub with a similar one.

2. A "Design Review Request" must be submitted and approved prior to commencing any work.

3. All homes are subject to architectural approval of, but not limited to, the following criteria:

   a. Size of home
   b. Type of siding
   c. Roofing material
   d. Awning & railings
   e. Skirting
   f. Storage buildings
   g. Fencing and gates
   h. Landscaping
   i. Removal of trees

4. Roof or window-mounted "swamp" coolers &/or air conditioners are not permitted if they can be seen from the street.

5. The property owner must obtain any permit(s) required by The California Department of Housing or any other governing authority before beginning any work.

6. Members must be members in "Good Standing" and current (not more than sixty (60) days delinquent) in the payment of any past due balances due to The Oaks, such as utilities, RV storage, assessments, etc. before consideration of a design review. The exception is for corrective actions requested by the Board, Committee or Staff.
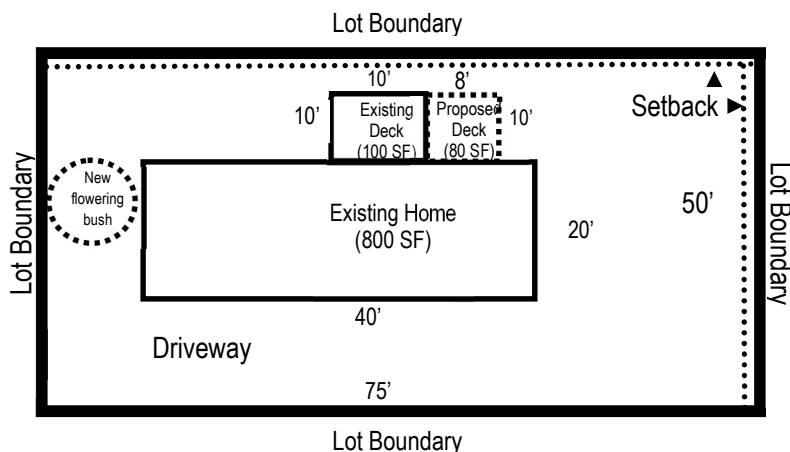
7.

Sample Drawing

Minimum Requirements:

    1) Plot plan showing:

- Existing structure (house, porches, sheds, etc.)
- Proposed new structure or changes
- Distances to property boundaries and set-backs per Vail drawing
- Square footage of lot and all structures where the 75% coverage rules apply

Note: Three -dimensional drawings may be helpful and even necessary, depending upon the complexity of the project.

USE BACK OF THIS SHEET FOR YOUR DRAWING OR ATTACH A SEPARTE SHEET SHOWING ALL DETAILS.

THE OAKS
Community Association

Design Review Approval Form

Date: _____

Applicants Name (property owner): _____

Property Address: _____ **Lot Number:** _____

For Staff Use Only

Please sign and date and initial either approved or rejected.

Date	Signature	Approved	Rejected