

POINTE MARIN ASSOCIATION
ARCHITECTURAL APPLICATION

INSTRUCTIONS

Dear Homeowner,

Before starting **any** exterior modifications to your home and/or property, all homeowners **must submit a completed** Architectural Application to our property manager, Justin Barton at Bayside Management for approval by the Pointe Marin Association. **WORK CANNOT BEGIN UNTIL YOU RECEIVE WRITTEN APPROVAL FROM THE ASSOCIATION.**

All modifications must harmoniously blend with the exterior design and landscaping of our community, align with Pointe Marin’s architectural and aesthetic standards, and comply with all applicable building codes established by the City of Novato. Please refer to the **Architectural Rules, Article 7** of Pointe Marin’s CC&Rs, for the criteria the Committee uses when reviewing projects.

Send your completed application to **Justin Barton** at Bayside Management via email, USPS, or through the Bayside portal. Instructions for submission through the portal are listed below.

After submitting your application, the property manager will notify you whether additional information is needed to deem your application complete. It is the homeowner’s responsibility to provide any missing items promptly and to follow up with the property manager to confirm completeness including, but not limited to all required plans, samples, permits and information.

Once your application is confirmed complete, the Architectural Committee and/or Board of Directors will have up to 60 days, as outlined in Article 7 of the Pointe Marin CC&Rs, to take action.

Thank you,

Bayside Management

How to Submit a Completed Application

Log in to the Bayside Management portal.

- Go to Architectural Requests (left menu) → “Create Architectural Request” (top right).

**POINTE MARIN ASSOCIATION
ARCHITECTURAL APPLICATION**

HOMEOWNER INFORMATION

PROPERTY ADDRESS: _____

PROPERTY OWNER: _____

PHONE NUMBER: (____) ____ - _____ **EMAIL:** _____

Briefly describe your project:

I have disclosed all proposed modifications to my property's exterior and landscaping including complete descriptions of all materials, colors, designs, and specifications that differ from what currently exists. All descriptions accurately reflect the actual work to be performed.

I further affirm that no part of this application contains intentionally vague, misleading, or incomplete information, and that I have not omitted any details that would affect approval. I acknowledge that this application will be reviewed based on the specific details provided and that the approved scope of work is limited to the modifications described herein.

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

SECTION 1 – ALTERATION TO HOME – PAINTING OF HOME OR FENCE ONLY

1. Are you applying to paint any exterior aspects of your home or fence?

Yes No *(If no, then please skip to the next page)*

2. Which of the following are you applying to modify? (Please select all that you wish to apply for)

- | | |
|--------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Stucco | <input type="checkbox"/> Garage doors |
| <input type="checkbox"/> Siding or Shingles | <input type="checkbox"/> Front door |
| <input type="checkbox"/> Gutters & Fascia Boards | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Shutters | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Trim | <input type="checkbox"/> Other: _____ |

NOTE: Bricks, Stones, Rocks on homes, pillars, or similar cannot be painted. They must remain natural.

3. Specify proposed manufacturer, color name, and number for all changes:

Benjamin Moore Sherwin Williams Behr Other: _____

Body: _____ Trim: _____

Gutters & Fascia: _____ Shutter: _____

Door: _____ Other: _____

4. Are you using colors from the approved color palette book?

Yes *(If yes, then no samples drop off is necessary)* No *(If no, then drop off color samples)*

Please submit the below attachments with your application (if applicable):

Please provide photos of your home from at least 2 different angles

Samples should be dropped off at Pointe Marin’s drop box, located in front of Pat Eklund’s home, at 36 White Oak Way, Novato

Paint sample cards

SECTION 2 – LANDSCAPING - TREE REMOVAL - OTHER EXTERIOR MODIFICATIONS

5. Which of the following are you applying to modify? *(Please select all that you wish to apply for)*

LANDSCAPING - TREE REMOVAL

- Landscaping front of house and/or fence
(visible from any street)
- Landscaping back and/or side of house
(visible from another property)

- Artificial grass
- Tree removal/replacement
- Other: _____
- Other: _____

OTHER EXTERIOR MODIFICATIONS

- Home
- Roof
- Brick or stone
- Architectural details *(porte-cochere, balcony, pot shelf)*
- Fence and/or gate *(including stain)*
- Lighting and/or house numbers
- Mailbox and/or post

- Driveway
- New structure
- Solar panels and/or car charger
- Swimming pool and/or hot tub
- Window replacement
- Other: _____
- Other: _____

6. Are you adding trees or plants?

- Yes *(If yes, attach list)* No

7. Are your proposed plants on the CC&Rs do-not-plant list?

- Yes No

Please submit the below attachments with your application (if applicable):

- Photos of existing & proposed areas (two)
- Detailed design plan with measurements
- Alphabetical plant list
- Photo of hardscapes (rocks, pavers, stone, etc.)
- Artificial grass MFG specification sheet
- For roofing, photo and MFG specification sheet
- For tree removal species and photo of trees(s)
- Tree replacement
- Arborist report
- Permits (if required)

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- Artificial grass sample & MFG spec sheet
- Bark
- Borders
- Rocks

POINTE MARIN ASSOCIATION

NEIGHBOR'S NOTICE OF ARCHITECTURAL CHANGES

I have reviewed the proposed alterations presented to me by my neighbor, including all samples and/or photos of the intended changes. I understand that **if I disagree** with the proposed alterations or improvements, **I must do so, in writing**, to Justin Barton, Bayside Management **within ten (10) days** of the date next to my signature below.

Note: If you have more than one neighbor across the street and/or behind the fence from you due to **offset** lots, please submit their signatures also.

Offset Neighbor (if applicable)

Name: _____

Address: _____

Date: _____

Signature: _____

Neighbor (across the street)

Name: _____

Address: _____

Date: _____

Signature: _____

Offset Neighbor (if applicable)

Name: _____

Address: _____

Date: _____

Signature: _____

- Street -

Neighbor (to your left)

Name: _____

Address: _____

Date: _____

Signature: _____

YOUR PROPERTY

Neighbor (to your right)

Name: _____

Address: _____

Date: _____

Signature: _____

- Back Fence -

Offset Neighbor (if applicable)

Name: _____

Address: _____

Date: _____

Signature: _____

Neighbor (behind your property)

Name: _____

Address: _____

Date: _____

Signature: _____

Offset Neighbor (if applicable)

Name: _____

Address: _____

Date: _____

Signature: _____