



## ARCHITECTURAL APPLICATION CHECKLIST

To process architectural applications in a more efficient manner, the following items will need to be included with your application:

- A complete and signed Property Improvement Form.
- A complete and signed Neighbor Statement page.
- A current photograph that shows the entire front of the home as viewed from the street.
- A current photo (or photos) of the area for proposed project.
- Specification of material being used. Include a sample if applicable or provide photos of material being used.
- Plot plan with all dimensions, including dimensions of the house. Specify area where proposed project will take place, including setbacks and dimensions. Plot plans in letter size 8.5"x11" or legal-size paper.

Applications are reviewed by the Architectural Committee (AC) on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month. Please note, dates are subject to change.

If you would like your application to be reviewed at the next AC meeting, please make sure your **complete** application is submitted **by 12:00pm on Thursday PRIOR** to any scheduled AC meeting.

If you wish to attend this meeting and discuss your application with the AC, you are welcome to do so. Meetings are held electronically (via Zoom). Please contact the community guidelines administrator to receive the call-in information.

Solar Panels and Artificial Turf applications/plans are reviewed and approved in-house and not submitted to the AC. Approval letters are generated within 48 hours upon receipt of completed architectural application. See back page for additional information.

**All applications must be complete. No partial applications will be accepted.**

If you have any questions, please feel free to contact the Community Guidelines Administrator, Jenna Hall, via email at [jhall@waltersmanagement.com](mailto:jhall@waltersmanagement.com) or at the onsite office (619) 421-1268.

**\*IMPORTANT NOTE: For remodels/additions/improvements there MAY be additional charges based on the complexity of your project. Should the Board, Management, or the AC feel your submittal will need to be reviewed by an outside plan reviewer, all costs associated with the review(s) will be the sole responsibility of the homeowner submitting an Architectural Application.**

# QUICK REFERENCE SHEET

## Neighbor Awareness Signatures

Please obtain all applicable Neighbor Signatures. It is the intent of the AC that the Owner's neighbors be notified of any improvements, which may impact the use and enjoyment of the neighbor's property. (Eastlake III Design Guidelines, Page 3, C.2)

If a homeowner is unable to contact one of the neighbors around their home in order to submit a completed Neighbor Statement form, they can simply show that they made 2-3 attempts (by listing the date and time of the attempts) at each of those addresses. If any of the homes surrounding are rentals, please simply write RENTAL for that address.

## Solar Panels (Page 15 – EastLake III Design Guidelines)

For solar panel installation, please note the following items must be included with your application:

- A complete home improvement form (including neighbor signatures).
- Documentation of the proposed location(s) of the solar collectors and proposed mounting bracket.
- Solar Panels specifications plan layout (you can get this from your solar vendor).

## Artificial Turf (Page 17 – Eastlake III Design Guidelines)

For artificial turf installation, please note the following items must be included with your application:

- A complete Home Improvement Form (including neighbor signatures).
- Picture of the area where the turf will be installed.
- A plan showing the location and dimensions of where the turf will be installed.
- A turf sample with a specification sheet or tag showing that the turf meets the minimum dimensions mentioned below:
  - Artificial Turf requirements:
    - Minimum face weight: 80 ounces
    - Minimum pile height: 1.75 inches
    - Minimum warranty: 15 years

***\*\* Solar Panels and Artificial Turf applications/plans are reviewed and approved in-house and not submitted to the AC. Approval letters are generated within 48 hours upon receipt of completed architectural application. \*\****

## Exterior Painting (Page 18 – Eastlake III Design Guidelines)

Any change in the color of the exterior of a building or of a single-family residence, regardless of whether submitted by an Owner or a Sub-association, must receive the written approval of the EastLake III Community Association. The approval is required even if the exterior and the finish color is to be the same as the original exterior color.

The following items must be submitted with the property improvement form:

- A clear picture of the home displaying the current color scheme.
- Four (4) physical color swatches of the proposed paint color(s). Each color swatch needs to be clearly labeled with what area of the home will be painted with that specific color.
  - Physical paint samples no larger than 8oz are also acceptable.

If the current color scheme on the house will be changed, pictures of adjacent homes also need to be submitted. Adjacent (nearby) homes consist of homes to the right, left, and directly across the street. Pictures of adjacent homes are required to ensure your home will not be painted an identical color scheme to any of them.

**To check if your proposed project requires a permit from the City of Chula Vista**

**Please reference the following link:**

<https://www.chulavistaca.gov/home/showpublisheddocument?id=5106>

## EXHIBIT A - PROPERTY IMPROVEMENT FORM

### EASTLAKE III ARCHITECTURAL COMMITTEE

1331 South Creekside Drive  
Chula Vista, CA 91915  
619/421-1268

X \_\_\_\_\_  
Signature of Owner(s)

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

#### **SUBMITTAL REQUIREMENT CHECK LIST**

- ☐ Property Improvement Form Completed
- ☐ Neighbor Statement
- ☐ A Detailed Copy Of Plans
- ☐ Physical Samples Of Proposed Materials And Colors Being Used

#### **Please check proposed Improvement(s):**

##### **ARCHITECTURAL**

- ☐ Awning
- ☐ Gazebo
- ☐ Lighting
- ☐ Painting
- ☐ Patio Cover
- ☐ Room Addition
- ☐ 2nd Story Balcony

##### **LANDSCAPE / HARDSCAPE**

- ☐ Drains
- ☐ Fence(s) / Wall(s) / Gate(s):
  - Front                      Rear
  - Side                      Retaining
  - Relocation
- ☐ Hardscape (Patio, walkways, Etc.)
- ☐ Landscape:
  - ☐ Front                      ☐ Rear
- ☐ Trees

##### **EQUIPMENT**

- ☐ Air Conditioner
- ☐ Basketball Backboard
- ☐ Garage Door
- ☐ Playground Equipment ☐ Playhouse
- ☐ Pool & Equipment
- ☐ Satellite Dish
- ☐ Solar Panels
- ☐ Spa & Equipment
- ☐ Irrigation Controller (location)

☐ Community Design Book was consulted by homeowner/contractor in the generation of these plans.

IF NOT LISTED ABOVE, PLEASE DESCRIBE:

## EXHIBIT B - NEIGHBOR STATEMENT

The attached plans were made available to the following neighbors for review:  
(Please make sure the neighbors also sign directly on the plans.)

Rear Neighbor	
_____	
Name	_____
_____	
Address	_____
Signature	Date

Rear Neighbor	
_____	
Name	_____
_____	
Address	_____
Signature	Date

### Common Area or Back Yard - Rear of Home

Adjacent Neighbor	
_____	
Name	_____
_____	
Address	_____
Signature	Date

YOUR HOUSE	
_____	
Name	_____
_____	
Address	_____

Adjacent Neighbor	
_____	
Name	_____
_____	
Address	_____
Signature	Date

### Your Street - Front of Home

Facing Neighbor	
_____	
Name	_____
_____	
Address	_____
Signature	Date

Facing Neighbor	
_____	
Name	_____
_____	
Address	_____
Signature	Date

Facing Neighbor	
_____	
Name	_____
_____	
Address	_____
Signature	Date

**Attention Neighbors:** If you **do not agree**, please feel free to note this on the form next to your name. You may be requested to attend a hearing with the Architectural Committee to express your concerns.

My neighbors have seen the plans I am submitting for the Architectural Committee review (see above verification). I as the Owner certify that I have requested that my neighbors sign this statement confirming notification. I understand neighbor objections do not in themselves cause denial of the plans.

SUBMITTED BY:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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