

Home Improvement / Architectural Application Checklist

In order for the Architectural Review Committee to review your plans, the following items must be submitted. If any of the items listed below are missing – the application is considered incomplete and will be returned to the homeowner requesting the missing information.

Homeowner Name: _____

Homeowner Address: _____

Property Address: _____

Daytime Phone Number: _____

_____ **A refundable deposit check of a \$100.00 payable to Marina Hills.**

_____ **Three copies of application.**

_____ **Three copies of plans AND any attachments / product samples / paint-chips / photos if applicable.**

_____ **Neighbor signatures (On the application and plans)**
Signatures need to be obtained from all impacted neighbors (front, rear, left and right). If there is a problem obtaining signatures, a certified letter should be sent to the neighbor letting them know of the proposed improvements and giving them ten days from the date of the letter to review the plans prior to submission. The Applicant must then provide either a signature, as stated on the application, the unclaimed certified letter, or the green receipt along with a copy of the letter sent indicating the letter was claimed, but not answered.

Date Returned to Homeowner (Incomplete) _____

Dated Submitted to Architectural Committee _____

Date Homeowner Notified _____

ARCHITECTURAL HOMEOWNER PROCEDURES

Updated February 1, 2009

1. The homeowner must submit three (3) copies of the completed Home Improvement Application. Please select either the “Major Category Improvement” form or the “Minor Category Improvement” form, depending on the scope and scale of the proposed work.
2. The homeowner must submit a refundable deposit check of \$100.00 payable to Marina Hills. This deposit will be returned to the homeowner once the homeowner has submitted their Notice of Completion Form and it has been approved by the Architectural Committee.
3. The Home Improvement Application should include three (3) complete sets of plans including complete dimensions of proposed improvements, measurements or improvements in relation to the home, lot lines, description of materials and color scheme, and elevation plans.
4. If the application received is missing any of the required information, the complete package will be returned to the homeowner without having been reviewed.
5. The returned application will indicate if the plan has been approved, denied, or conditions for approval from an Architect or the Architectural Review Committee consisting of Marina Hills homeowners.
6. A response from the Architectural Review Committee will be returned to the homeowner within forty-five (45) days of submittal.
7. Upon completion of the home improvements, the homeowner must submit a “Notice of Completion” form along with a copy of the approved plans and two (2) photos of the completed improvements to the Architectural Review Committee. The Architectural Review Committee will review the improvements within sixty (60) days of receipt of the “Notice of Completion” form. This is to ensure all improvements are installed according to approved plans.
8. Once an Architectural Review Committee Member inspects the improvements and they are deemed to comply with the submitted plans, the homeowner will be provided with a copy of the “Notice of Completion” form signed by a Committee Member indicating so.
9. If the improvements are inspected by an Architectural Review Committee Member and it is discovered they do not comply with the submitted plans, the homeowner will be advised in writing of the particulars and will have forty-five (45) days to modify the improvements according to the approved plans, which may include the removal of all or portions of the completed work at the homeowner’s expense.

NOTE: Architectural approval of the plan does not constitute acceptance of any technical or engineer specifications, and the Marina Hills Planned Community Association assumes no responsibility for such. The function of the Architectural Review Committee is to

MARINA HILLS PLANNED COMMUNITY ASSOCIATION

review submittals as to the aesthetics and conformance to the Association guidelines. All technical and engineering matters are the responsibility of the lot owner.

The City of Laguna Niguel has been requested not to issue building permits unless the proposed plans have been stamped as reviewed and approved by the Architectural Review Committee of Marina Hills Planned Community Association.

HOME IMPROVEMENT APPLICATION MAJOR CATEGORY IMPROVEMENTS

Architectural Review Committee Meets the Last Wednesday of Each Month at 7:00 pm in the Clubhouse
Notice of Approval or Denial will be returned within forty-five (45) days of submittal

The Architectural Review Committee will forward all Major Category Improvement Applications to its Consulting ARC Architect for review and approval recommendations

(Please print or type clearly)

Section 1: OWNER INFORMATION

Date: _____

Applicant: _____

Home Phone: _____

Desired Start Date: _____

Work Phone/Cell Phone: _____

Mailing Address: _____

Property Address: _____

Type of Improvement (s) *Select applicable box(s) below*

- MULTI-ROOM ADDITIONS, SECOND STORY ADDITIONS, MAJOR RENOVATIONS TO BUILDING REQUIRING BUILDING PERMITS
- ROOM ADDITION OR EXPANSION OF BUILDING FOOTPRINT REQUIRING BUILDING PERMITS
- COMPLETE LANDSCAPE / HARDSCAPE ADDITIONS OR ALTERATIONS INCLUDING RAISED PLANTERS, TREES / SHRUBS / GROUND COVER ADDITIONS OR ALTERATIONS IN FRONT, SIDE, OR REAR YARDS
- GARDEN WALLS, RETAINING WALLS, GLASS OR WROUGHT IRON SCREENING, AND FENCES REQUIRING BUILDING PERMITS OR WHICH IMPACT ADJOINING NEIGHBOR VIEWS OR AESTHETIC AWARENESS
- POOL, SPA, TRELIS, PATIO COVERS, ARBORS, GAZEBOS, OR OTHER PERMANENT STRUCTURES REQUIRING BUILDING PERMITS
- OTHER PERMANENT IMPROVEMENTS TO THE APPLICANT'S PROPERTY WHICH REQUIRE BUILDING PERMITS

Project Area (Chandon, Vistara, Amarante, etc.): _____

Legal Description: Lot: _____ Tract #: _____

Architect, Landscape Architect, or Designer Firm Name: _____

Address: _____

Authorized Agent: _____ Phone #: _____

Architectural approval of the plan does not constitute acceptance of any technical or engineer specifications, and the Marina Hills Planned Community Association assumes no responsibility for such. The function of the Architectural Review Committee is to review submittals as to the aesthetics and conformance to the Association guidelines. All technical and engineering matters are the responsibility of the lot owner.

MARINA HILLS PLANNED COMMUNITY ASSOCIATION

The information shown above, and the three (3) sets of plans and attachments are complete and accurate to the best of my knowledge. I have read the Association’s Architectural Guidelines & Standards prior to submitting this application.

Signature of Legal Owner _____ Date _____

Neighbor signatures below indicates their awareness of plans. Neighbor Awareness: The neighbor signature is not an approval. The intent is to advise your neighbor of your proposed improvement. If a neighbor has concerns, contact Management Agent immediately. Recommended neighbor signatures: 2 adjacent, across street, and directly behind you. The neighbors on each side of you sign below and on plans.

Side _____
Name (print) Street Address Lot # Owner Signature Date

Side _____
Name (print) Street Address Lot # Owner Signature Date

Across _____
Name (print) Street Address Lot # Owner Signature Date

Behind _____
Name (print) Street Address Lot # Owner Signature Date

Section 2: REQUIRED ATTACHMENTS

- Please include the following information with the Major Category Improvement Application:
A. Three (3) complete sets of plans (two sets to remain on file with Association – one set with homeowner) with the following information:
1. Plan prepared at 1/8” = 1’-0” or 1/4” = 1’-0” scale with north arrow and date of plan,
2. Location of residence on lot with property lines and existing perimeter wall features clearly illustrated.
3. Indicate measurements for location of improvements in relationship to homeowner’s property line and perimeter wall feature.
4. Provide description of hardscape materials including fencing and color scheme or proposed materials (attach color sample).
5. Provide plant material location and legend with installation size and quantities called out.
6. Drawing to show affected elevation (elevation / grading plan).
B. Completed Home Improvement Application – Major Category Improvement (this form)

Make completed submittals to:

Marina Hills Planned Community Association
C/o Marina Hills Clubhouse Office
31461 Parc Vista West
Laguna Niguel, CA 92677
(949) 495-3150

Office Hours:
Monday – Friday 9:00 AM – 5:00 PM
Closed Saturdays, Sundays, & Holidays

HOME IMPROVEMENT APPLICATION MINOR CATEGORY IMPROVEMENTS

Architectural Review Committee Meets the Last Wednesday of Each Month at 7:00 pm in the Clubhouse
Notice of Approval or Denial will be returned within forty-five (45) days of submittal

NOTE:

THE ARCHITECTURAL REVIEW COMMITTEE RESERVES THE RIGHT TO REFER MINOR CATEGORY APPLICATIONS TO ITS CONSULTING ARCHITECT IF DEEMED APPROPRIATE BY THE ARC. THE HOMEOWNER WILL BE RESPONSIBLE FOR ANY HOURLY FEES ASSOCIATED WITH THIS REFERRAL FOR REVIEW.

(Please print or type clearly)

Section 1: OWNER INFORMATION

Date: _____

Applicant: _____

Home Phone: _____

Desired Start Date: _____

Work Phone/Cell Phone: _____

Mailing Address: _____

Property Address: _____

Type of Improvement (s) *Select applicable box(s) below*

- GARDEN WALLS AND FENCES WHICH DO NOT REQUIRE BUILDING PERMITS (NOTE: ALL RAISED PLANTERS PROPOSED WITHIN FIVE [5] FEET OF THE PERIMETER COMMUNITY WALL REQUIRE MAJOR CATEGORY REVIEW AND APPROVAL)
- MINOR LANDSCAPE MODIFICATIONS TO THE FRONT, SIDE OR REAR YARDS WHICH DO NOT REQUIRE BUILDING PERMITS
- EXTERIOR MATERIAL CHANGE
- OTHER APPLICATIONS OF MINOR SCOPE AND SCALE

Project Area (Chandon, Vistara, Amarante, etc.): _____

Legal Description: Lot: _____ Tract #: _____

Architect, Landscape Architect, or Designer Firm Name: _____

Address: _____

Authorized Agent: _____ Phone #: _____

Architectural approval of the plan does not constitute acceptance of any technical or engineer specifications, and the Marina Hills Planned Community Association assumes no responsibility for such. The function of the Architectural Review Committee is to review submittals as to the aesthetics and conformance to the Association guidelines. All technical and engineering matters are the responsibility of the lot owner.

The information shown above, and the three (3) sets of plans and attachments are complete and accurate to the best of my knowledge. I have read the Association's Architectural Guidelines & Standards prior to submitting this application.

MARINA HILLS PLANNED COMMUNITY ASSOCIATION

Signature of Legal Owner

Date

Neighbor signatures below indicates their awareness of plans.

Neighbor Awareness: The neighbor signature is not an approval. The intent is to advise your neighbor of your proposed improvement. If a neighbor has concerns, contact Management Agent immediately. Recommended neighbor signatures: 2 adjacent, across street, and directly behind you. The neighbors on each side of you sign below and on plans.

Side _____				
Name (print)	Street Address	Lot #	Owner Signature	Date

Side _____				
Name (print)	Street Address	Lot #	Owner Signature	Date

Across _____				
Name (print)	Street Address	Lot #	Owner Signature	Date

Behind _____				
Name (print)	Street Address	Lot #	Owner Signature	Date

Section 2: REQUIRED ATTACHMENTS

Please include the following information with the Minor Category Improvement Application:

- A. Three (3) complete sets of plans (two sets to remain on file with Association – one set with homeowner) with the following information:
 - 1. Plan prepared at 1/8" = 1'-0" or 1/4" = 1'-0" scale with north arrow and date of plan,
 - 2. Location of residence on lot with property lines and existing perimeter wall features clearly illustrated.
 - 3. Indicate measurements for location of improvements in relationship to homeowner's property line and perimeter wall feature.
 - 4. Provide description of hardscape materials including fencing and color scheme or proposed materials (attach color sample).
 - 5. Provide plant material location and legend with installation size and quantities called out.
 - 6. Drawing to show affected elevation (elevation / grading plan).
- B. Completed Home Improvement Application – Minor Category Improvement (this form)

Make completed submittals to:

Marina Hills Planned Community Association
 C/o Marina Hills Clubhouse Office
 31461 Parc Vista West
 Laguna Niguel, CA 92677
 (949) 495-3150

Office Hours:
 Monday – Friday 9:00 AM – 5:00 PM
 Closed Saturdays, Sundays, & Holidays

COMMITTEE RESPONSE

Note: Incomplete submittals shall be returned to Homeowners for compliance of required information
without review

CONDITIONS OF APPROVAL

- 1. ARCHITECTURAL APPROVAL DOES NOT CONSTITUTE WAIVER OF ANY REQUIREMENTS BY APPLICABLE GOVERNING AGENCIES. BUILDING PERMITS FROM CITY/COUNTY ARE REQUIRED ON CERTAIN IMPROVEMENTS.
- 2. IN TERMS OF LANDSCAPE PLANTING, YOUR MARINA HILLS SOILS ARE TYPICAL OF A SOUTH ORANGE COUNTY SOILS CONDITION KNOWN AS "CAPISTRANO FORMATION". THIS SOIL GENERALLY CONSISTS OF A HEAVY CLAY TEXTURE, WHICH IS HIGHLY EXPANSIVE. WITH POTENTIAL FOR HIGH SALT CONTENT IN SOME LOCATIONS. YOU SHOULD MAKE EVERY EFFORT TO USE CONTRACTORS WHO ARE FAMILIAR WITH THIS TYPE OF SOIL CONDITION. PLANT MATERIALS SHOULD BE SELECTED THAT TOLERATE THE POTENTIAL FOR POOR SOIL PERCOLATION AND HIGH SALTS.

YOUR LOT, YARD AND COMMON AREAS HAVE BEEN GRADED FOR THE PURPOSE OF DIRECTING THE FLOW OF WATER. YOU ARE RESPONSIBLE FOR THE DRAINAGE OF WATER OR ANY RESULTING CONSEQUENCES IN ANY WAY RELATED TO DRAINAGE IF SWALES AND DRAINAGE ARE ALTERED, OR IF LANDSCAPING OR WALLS ARE INSTALLED IN SUCH A WAY SO AS TO ALTER THE DRAINAGE FLOW TO YOUR NEIGHBOR'S PROPERTIES.

FURTHER, TREES AND OTHER LARGE PLANT MATERIALS PLANTED IN CLOSE PROXIMITY TO PERMANENT STRUCTURES SUCH AS WALLS, BUILDINGS, AND OTHER FEATURES MAY DAMAGE THE SUBSTRUCTURE AND AFFECT THE STABILITY OF FOUNDATIONS ASSOCIATED WITH SUCH FEATURES.

- 3. ACCESS FOR EQUIPMENT USED IN CONSTRUCTION MUST BE THROUGH YOUR PROPERTY ONLY. ACCESS OVER COMMON AREA PROPERTY OR ADJOINING PROPERTY WILL NOT BE PERMITTED.
- 4. AN OVERSIGHT OF A COVENANT, CONDITION OR RESTRICTION, OR A COMMITTEE POLICY, DOES NOT CONSTITUTE A WAIVER OF THAT RULE AND THEREFORE MUST BE CORRECTED UPON WRITTEN NOTICE.
- 5. STREETS MAY NOT BE OBSTRUCTED WITH OBJECTS AND BUILDING MATERIALS THAT ARE HAZARDOUS TO PEDESTRIANS, VEHICLES, ETC. ANY MATERIAL OR DEBRIS DANGEROUS OR ATTRACTIVE TO CHILDREN WILL BE REMOVED IMMEDIATELY AND THE HOMEOWNERS WILL BE ASSESSED. OBSTRUCTIONS MAY BE REMOVED BY THE ASSOCIATION WITHOUT NOTICE AND ALL COSTS FOR LABOR WILL BE ASSESSED TO THE LOT OWNER.
- 6. NO PERIMETER WALL/FENCE MAY BE REMOVED, ALTERED, OR TAKEN DOWN FOR ANY REASON.
- 7. WRITTEN NOTICE MUST BE SENT TO THE CLUBHOUSE UPON COMPLETION OF THE PROJECT.
- 8. IF UPON INSPECTION OF THE IMPROVEMENT THE COMMITTEE FINDS THAT THE IMPROVED PLANS HAVE NOT BEEN COMPLIED WITH, REMEDIAL ACTION WILL BE REQUIRED BY THE HOMEOWNER WITHIN FORTY-FIVE (45) DAYS OF WRITTEN NOTICE.

MARINA HILLS PLANNED COMMUNITY ASSOCIATION

- 9. IF DEBRIS CONTAINERS ARE USED, THEY MUST BE PLACED ON THE DRIVEWAY OF THE OWNER, IF POSSIBLE. SMALL TRASH CONTAINERS (15 YD OR LESS CAPACITY) ARE THE ONLY ONES THAT ARE TO BE USED. TRASH CONTAINERS CONSTITUTE AN UNATTRACTIVE NUISANCE AND MUST BE REMOVED IMMEDIATELY AFTER CONSTRUCTION. NO TRASH OR DIRT IS TO BE PLACED ON THE STREET OR THE COMMON AREA. TRASH CONTAINER STORAGE IS LIMITED TO MAXIMUM OF THIRTY (30) DAYS, NO EXCEPTIONS.

- 10. PLEASE SUBMIT THE FOLLOWING DETAIL:
 - _____A. PLANT MATERIAL LOCATIONS AND CALLOUTS
 - _____B. PLANT MATERIAL LEGEND WITH BOTANICAL AND COMMON NAME
 - _____C. PLANT MATERIAL CONTAINER SIZE AND QUANTITIES
 - _____D. TREE ROOT BARRIER NOTE AND DETAIL FOR TREES WITHIN FIVE (5) FEET OF ALL PERIMETER WALLS.
 - _____E. RAISED PLANTER FOUNDATION, AIRSPACE AND DRAINAGE INFORMATION FOR PLANTERS WITHIN FIVE (5) FEET OF ALL PERIMETER WALLS.
 - _____F. OTHER: _____

- 11. RE-SODDING, RE-PLANTING MUST BE DONE TO CORRECT ANY DAMAGE CAUSED DURING CONSTRUCTION. WORK MUST BE COMPLETED PRIOR TO INSPECTION BY COMMITTEE.

- 12. ANY DAMAGE(S) CAUSED BY THE IMPROVEMENT ARE THE HOMEOWNER'S RESPONSIBILITY. ANY ASSOCIATION COMMON AREA DAMAGED BY THE IMPROVEMENT AND NOT TAKEN CARE OF BY THE INSPECTION DATE MAY BE FIXED BY THE ASSOCIATION CONTRACTOR AND THE HOMEOWNER WILL BE ASSESSED SUCH COSTS.

- 13. SHRUBS, TREES, AND HARDSCAPE MUST NOT IMPAIR OTHERS VIEWS DIRECTLY BEHIND THEIR PROPERTY, OR BE CONSIDERED AN IMPAIRMENT TO VISIBILITY FOR SAFETY REASONS. WHERE SHARED DRIVEWAYS ARE INVOLVED, ALL PLANS MUST BE AGREED TO BY ALL ADJOINING PROPERTIES IN TOTAL.

- 14. HARDSCAPE AMENITIES AS NOTED NEED TO HAVE ADDITIONAL INFORMATION PROVIDED PRIOR TO CONSTRUCTION.
 - _____A. HARDSCAPE MATERIALS AND/OR FINISHES
 - _____B. PATIO STRUCTURE LOCATION AND/OR CROSS SECTION/DETAIL
 - _____C. POOL/SPA AND/OR EQUIPMENT LOCATION
 - _____D. WALL/FENCE MATERIALS AND/OR FINISHES/DETAILS
 - _____E. GATE LOCATION AND/OR DETAIL/FRONT ELEVATION
 - _____F. WROUGHT IRON DETAIL
 - _____G. OTHER: _____

MARINA HILLS PLANNED COMMUNITY ASSOCIATION

15. COMMITTEE - PLEASE PRINT AND SIGN YOUR NAMES:

BUILDING PERMITS:

THE IMPROVEMENT(S) SHOWN ON THESE PLANS MAY REQUIRE A PERMIT FROM THE LOCAL GOVERNING JURISDICTION. FOR FURTHER INFORMATION, CONTACT THE CITY BUILDING DEPARTMENT. NOTE: THE CITY WILL NOT APPROVE ANY PLAN WITHOUT ARCHITECTURAL REVIEW COMMITTEE APPROVAL AND STAMP.

NOTICE OF COMPLETION FORM (“NOC”)

(Please print or type clearly)

Property Owner’s Name: _____

Property Address: _____

Delegate District: _____

Mailing Address: _____

Daytime Phone: _____ Evening Phone: _____

Type of Work (Please circle one or more)

Room Addition

Front Yard Landscaping

Fence/wall

Rear Yard Landscaping

BBQ

Spa

Pool

Patio Cover / Gazebo

Lighting

Exterior Painting

Roofing

Windows

Other: _____

Notice is hereby given that the undersigned is the owner of the property where the work took place and that the work was completed on the date specified below:

Date work was completed: _____

Property Owner’s Signature: _____

Date NOC Submitted: _____

Please attach two (2) photos of the improvements completed and return them with this form and a copy of the approved plans to:

Marina Hills Architectural Review Committee
C/o Marina Hills Clubhouse
31461 Parc Vista West
Laguna Niguel, CA 92677
(949) 495-3150 – Office
(949) 495-2621 - Fax

Date of Committee Review: _____

Committee Signature(s): _____

Comments: _____

Date Notified of Compliance/Non-Compliance (Circle One) _____