

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

MARINA HILLS PLANNED COMMUNITY ASSOCIATION

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.

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