

MARINA HILLS PLANNED COMMUNITY ASSOCIATION

**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.

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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