

Application for Architectural Control Committee

Date: _____ Name: _____

Subject Property Address: _____

City / State / Zip: _____

Phone Number: _____ E-Mail: _____

Instructions: For detailed instructions and attachment requirements please refer to the CC&Rs. No application can be reviewed without **COMPLETE** information and / or plans. Please read the instructions carefully in order to avoid unnecessary delays in processing. Please complete this form in ink. Please attach additional pages if necessary.

Description of proposed work:

Estimated Start Date: _____ Estimated Date of Completion: _____

ACKNOWLEDGEMENT OF APPLICANT: I have read and acknowledge the Architectural Controls, and have signed the instruction page of this form, which govern the procedure for undertaking any new construction, additions, or alterations to my property.

Owner's Signature: _____ Date: _____

Optional – Acknowledgement of property owners who are adjacent or have a view of the proposed work.

Name: _____ Property Address: _____ Date: _____

Name: _____ Property Address: _____ Date: _____

Name: _____ Property Address: _____ Date: _____

INSTRUCTIONS AND PROCEDURES

Please be sure to adequately describe the work you are proposing to do. If you have any questions, please feel free to contact King Management directly at 831-475-9100 and/or lilly@kingmanagement.net. If your request is not clear, the Board or Architectural Committeemay deny your request pending submittal of clarifying information.

In addition to this application, you must submit the following attachments:

1. A site plan with the location of the proposed work drawn to scale with the exact dimensions shown. Note distances from property lines and show relationship of proposed work to neighboring homes and open spaces.
2. Drawing , illustrations or photos of the proposed work showing the design and details.
3. Description of material to be used and include all samples available, i.e. paint chips, vendor promotional material, etc.
4. Grading plan if changes in grade or other conditions will affect drainage. **Note:** If your work will alter drainage patterns on adjacent properties or common area, you **MUST** obtain the signatures of all owners who will be affected.

Contractor: _____ License #: _____

Address: _____ Phone Number: _____

ATTACH A COPY OF ILLUSTRATION AND/OR PHOTO OF PROPOSED WORK:

ATTACH A COPY OF THE CONTRACTOR'S EVIDENCE OF INSURANCE FOR:

_____ GENERAL LIABILITY _____ WORKMAN'S COMPENSATION

PROOF OF CONTRACTOR LIABILITY AND WORKMAN'S COMPENSATION HAS BEEN ATTACHED:

BUILDING PERMIT:

_____ REQUIRED _____ BUILDING PERMIT NUMBER _____ NOT REQUIRED

OWNER AND CONTRACTOR ACKNOWLEDGE THAT THE BOARD OF DIRECTORS MAY REQUIRE THAT THE ASSOCIATION BE NAMED AS AN ADDITIONAL INSURED BY THE CONTRACTOR FOR PROJECTS OF A LARGE SCALE:

FOR OFFICE USE ONLY:

Date Received: _____

_____ Preliminary Approval (Subject to attached cover letter and Final Inspection)

_____ Approved / Pending City Building Permit (Subject to attached cover letter)

_____ Request Additional Information

_____ Disapproved

Approved by: _____ Title: _____ Date: _____

Conditions of Approval:

ACKNOWLEDGEMENT OF APPLICANT
ANY APPROVAL IS SUBJECT TO THE FOLLOWING CONDITIONS

IF ASBESTOS IS PRESENT

1. You must notify the Environmental Protection Agency regarding asbestos.
2. You must follow all required asbestos abatement procedures.

OTHER CONDITIONS

1. No modification is to be made to any load bearing or shear wall. (see below)*
2. The installation is consistent with any past installations at the project.
3. The installation in no way compromises the structure of the building.
4. All contractors provide a current license number, insurance certificates for workman's compensation and general liability naming the Association and its agents as additional insured.
5. All work is to be completed in a professional manner. It is the owner's responsibility to notify King Management when work is complete and arrange for a final review if required.
6. You assume any and all responsibility for damage to the common area, structure or any personal property belonging to the Association or other residents.
7. Future maintenance of the installation will be your, and any successors in interest's, responsibility.
8. All necessary permits will be obtained at your expense and copies provided to the Association.
9. New owners may consider this authorization effective as of the date of possession, but must strictly adhere to the above or the authorization is void.
10. Since this authorization is at your request, you may be responsible for any damages resulting from the installations.
11. Members of the Board or Architectural Committee may enter on my property to make reasonable inspection of the proposed work locations only with my prior approval. Without this approval, the Board or Committee may be forced to deny the proposed work due to a lack of information.
12. The proposed work must be completed within the timelines of the approved application.
13. Approval is contingent upon all work being completed in workman-like manner with quality equal to or better than the original home construction.
14. You may appeal the decision as outlined in the CC&Rs.

*In the event that the modifications must be made to a load bearing or shear wall, please submit a detailed plan prepared by a structural engineer for Board approval.

CONDITIONS READ AND UNDERSTOOD

PRINT NAME: _____ SIGNATURE: _____ DATE: _____