

Provence D' Aliso Community Association Home Improvement - Architectural Application

(please print neatly)

The Declaration of Covenants, Conditions and Restrictions for our community requires that you obtain the approval of the Architectural Committee before commencing any improvements or alterations to your home or lot. To obtain this approval, please complete this form and mail or deliver along with the required copies of plans, a check for and other related material to:

Provence D' Aliso Community Association
c/o Accell Property Management
23046 Avenida de la Carlota, Suite 700
Laguna Hills, CA • 92653

Owner's Name: _____ Day Ph. # _____

Address where work is to be performed: _____ Evening Ph. # _____

Follow these steps:

Note: Each homeowner must submit plans and specifications for landscape, hardscape, patio and building improvements to the Architectural Review Committee prior to installation and commencement of work.

- 1) Read CC&R's Article IV, Architectural Control.
- 2) Read Architectural Guidelines, Standards and Procedures.
- 3) Complete this form along with the "Neighbor Awareness Form" in their entirety.
- 4) Enclose drawings and detailed plans/specifications that provide the following:
 - A. Complete dimensions of improvements proposed (drawn to scale).
 - B. Measurements of improvements in relationship to home and lot lines.
 - C. Identification of building materials and color scheme to be used (provide sample color chips).
 - D. Drawing showing affected elevations (patio covers, gates, et cetera).
 - E. Description/drawing showing how drainage will be affected (flow direction and slope).
 - F. For landscape improvements, provide a landscape site plan indicating scope of work, materials, names of plants, sizes of plants and drainage as noted in "E" above.
 - G. Dimensions showing location of trees.
 - H. Specify waterproofing material for raised planters. (Note: Include diagrams for drainage).

Description and nature of work to be performed: _____

****Important - Read Carefully****

Any compliance with Local Government Ordinances and Building Codes regarding architectural/structural changes and additions are strictly between the Homeowner and these regulating bodies. Approval of this request does not imply the Association's acceptance based upon the above mentioned regulations. It is your responsibility to contact these regulating bodies as required.

If further architectural and/or design changes are to take place which are not part of this application, applicant must submit a new application for the proposed improvements.

Your request will be reviewed by the Architectural Review Committee and will be given a decision within _____ from receiving a completed application including all plans and specifications as outlined above.

The undersigned owner acknowledges and agrees that:

- 1.) I have received, read and understand the Architectural Guidelines, Standards and Procedures and agree that the provisions of the same are made a part of this application, including all homeowner obligations and liabilities therein. I also acknowledge that architectural approval is not intended to be, nor shall it be considered, a substitute for obtaining required local governmental permits, inspections and approvals. I acknowledge that local governmental permits and inspections may be required and that it is my responsibility to obtain all such permits and inspections at my sole expense.
- 2.) No work on the proposed improvements shall commence until I have received written approval of my final improvement plans from the Architectural Review Committee and have satisfied any and all conditions of such approval.
- 3.) My failure to obtain the required Architectural Review Committee approval of any improvements or to comply with all applicable architectural standards will constitute a violation of the CC&R's and I may be required to modify or remove such improvements at my sole expense.

Homeowner Signature

Date

("Neighbor Awareness Form" must be completed and submitted with this application)

Provence D' Aliso Community Association Neighbor Awareness Form

The intent of this form is to advise your neighbors who own residences facing and adjacent to yours of your planned improvement. Failure to obtain these signatures could delay approval in cases where visibility, drainage, noise, et cetera are involved. Neighbors are invited to contact the Architectural Review Committee to discuss their concerns and comments. However, while neighbor's comments are welcome, final disposition of all applications will be based on the application's conformance with architectural guidelines, standards and procedures.

The undersign applicant certifies that the attached plans and specification were made available to the following adjacent (facing, side, rear) neighbors as listed below:

Address of Improvements: _____

Description of Improvements: _____

Name of Contractor: _____

California State Contractor #: _____

Note: All Contractors must be licensed with the State of California. (If the work to be performed will be done by the homeowner, please note).

Please have neighbors sign and complete this section

Next Door Neighbor:

Signature: _____ Date: _____

Address: _____

Comments: _____

Next Door Neighbor:

Signature: _____ Date: _____

Address: _____

Comments: _____

Rear Neighbor:

Signature: _____ Date: _____

Address: _____

Comments: _____

Facing Neighbor:

Signature: _____ Date: _____

Address: _____

Comments: _____

Applicant's Signature

Date