

APPLICANT INFORMATION

Owners Name _____

Lot Number _____

Project Address _____

Submittal Type _____

Submittal Date _____

Mailing Address _____

Home Phone _____

Day Phone _____

I hereby apply to the Cameo Community Association Architectural Committee for the review and approval of plans, exhibits and specifications submitted herewith.

CAMEO

Community Association

Villageway Management, Inc.
2 Venture, Suite 500
Irvine, CA 92618
Phone (949) 450-1515
Fax (949) 585-0146

Architecture & Landscape
**APPLICATION
& AGREEMENT**

PROJECT INFORMATION

Please check the appropriate box for the type of application being requested. Refer to the Application Types on Page 3.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please fully describe the project being requested on this application:

To the best of your knowledge, is a variance required for this project? YES NO

Are you applying to alter or add to an existing structure? YES NO

Anticipated work schedule: Commencement Date: _____ Completion Date: _____

DESIGN TEAM INFORMATION

BUILDING

Architect / Designer _____

Address _____

Phone _____ Contact _____

FAX _____ License No. _____

LANDSCAPE

Architect / Designer _____

Address _____

Phone _____ Contact _____

FAX _____ License No. _____

SUBMITTAL INFORMATION

Please complete the following information:

Owners Name

Lot Number

Project Address

Submittal Date

Submittal Number

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PURPOSE OF SUBMITTAL

THE PURPOSE OF THIS SUBMITTAL IS:

- New application for Preliminary Design Approval.
- Resubmittal for Preliminary Design Approval in response to a previous review.
- Request for revisions to the Preliminary Design Approval. The revisions are as follows.

- Request for Final Approval with no modifications to the Preliminary Design Approval.
- Request for Final Approval with revisions to the Preliminary Design Approval as follows.

- Request approval of proposed field modifications. The modifications are as follows:

- Response to a failed inspection.

- Other. Please describe:

AGREEMENT

TO THE CAMEO COMMUNITY ASSOCIATION (CCA):

I UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS OF ARCHITECTURAL IMPORTANT:

1. Prior to commencement of any addition, alteration or construction work of any type, I, the Owner, agree to submit to the Cameo Community Association Architectural Committee (AC) for their review and approval, plans that conform with and abide by the Cameo Community Association Architectural and Landscaping Standards and CC&R's. NO work on this improvement shall commence until written approval of the AC has been received by me.
2. Any preliminary decision made by the CCA granted prior to this application shall not be deemed to be final approval by the Architectural Committee; the Committee has the right to deny an application for approval regardless of any preliminary decision made.
3. The review period will not commence until a properly completed and submitted application has been received. The review period does not commence upon the submission of preliminary concept renderings, an incomplete application or any other materials which do not meet all submittal requirements contained within the Architectural Guidelines and Submittal Checklist.
4. Attached hereto is the completed Submittal Checklist accompanied by the required plans as specified in the Architectural Guidelines which depict the work proposed. I agree to pay all of the applicable fees including the construction and completion deposit and inspection fees.
5. If I fail to submit the required plans, do not obtain the approval of the AC prior to the commencing of improvements, or if my construction does not comply with approved plans, this action shall constitute a violation of the Declaration of Restrictions (CC&R's) for Cameo and I may be required to modify or remove the unauthorized improvements at my expense. Likewise, I agree to reimburse the Association for any and all expenses it incurs in compelling my compliance with these guidelines.
6. Nothing contained herein shall be construed to represent that any improvements made in accordance with these plans and specifications shall not violate any restrictive covenants nor any of the conditions or the Building and Zoning Codes or the land use regulations of the CCA. Further, nothing contained herein shall be construed as a waiver or modification of any said restriction(s). Approval by the Committee is not intended to be, nor shall it be considered as, a substitute for approval by the necessary and appropriate City and/or County or State agencies.
7. In addition to obtaining the Architectural Committee's consent for the construction of improvements, I may be required to obtain a building permit from the City of Newport Beach or other appropriate governmental agencies prior to the commencement of any work. The AC does not assume any responsibility for my failure to obtain such permits. Likewise, the AC does not advise as to the necessity for permits, or review plans for the purpose of guaranteeing quality of work or compliance with specific governmental requirements. Obtaining such permits does not waive my obligation to obtain approval from the AC. The cost of any permits and the responsibility of obtaining permits and subsequent inspection(s) will be the responsibility of the undersigned.
8. It is my responsibility to notify my contractor of all of the Rules, Regulations and Standards that will govern the construction project in Cameo, and it is I who takes responsibility for the actions of my contractor and subcontractors and their conformance to the same.
9. Upon receiving written approval from the AC, I agree to conform with all of the Construction Standards in Cameo. All operations shall be carried on between the hours of 7:00 A.M. and 6:00 P.M., Monday through Friday and 8:30 A.M. and 6:00 P.M., Saturday. No construction work will be conducted on Sunday and holidays. In the event that the City of Newport Beach Ordinances differ, the more restrictions will apply.
10. One construction sign, identifying the General Contractor is allowed during the construction period. Signs of tradesmen, subcontractors, or installers identifying the property as the site of their activities or operations are expressly prohibited and subject to confiscation.
11. All rubbish, debris and unsightly material, or objects of any kind shall be regularly removed from the property and not allowed to accumulate on common area.
12. All works of improvement shall commence within ninety (90) calendar days after date of Final Plan approval and be completed within one hundred and eighty (180) calendar days after the date of approval, unless otherwise specified in writing by the Committee. A new home is allowed one year of construction. If work is not commenced or completed within the above specified times, approval will be voided and a new submission will be required.

My signature below signifies my understanding of all the above information. Signature by an agent does not waive my agreement to these terms and conditions. If an agent signs, a copy of the authorization for signature must be attached.

SUBMITTAL INSTRUCTIONS AND REQUIREMENTS:

The CC&R's of the Association require that architectural changes and significant landscaping modifications be approved by the Architectural Committee (AC) before work on this improvement can begin. The role of the AC is to see that the proposed changes conform to the Architectural and Landscaping Standards published by the Association.

Naturally, there are many types of changes that require approval by the AC. The AC can review minor changes with minimum information from the Owner. New home construction and major remodels however requires complete detailed drawings and specifications per the Submittal Checklist.

The chart on Page 2 shows various categories of changes and the documents required for the AC review for each Application Type.

HOW TO USE THE SUBMITTAL CHECKLIST:

Pages 3 through 7 is a Submittal Checklist to help you decide what may be required depending upon the nature of the application. For a new home or a major remodel, all of this information will be required. Minor architectural or landscape changes will of course require less detail.

Owners may wish to submit Preliminary Plans to obtain preliminary conceptual approval from the neighbors and the AC. Final Plans must be submitted for final approval and should include all required information as called for by the checklist.

Final Plans shall be the exact same submittal that will go to the City of Newport Beach for Plan Check including the required Landscape Plans. Final Plans will be checked for substantial conformance to the Approved Preliminary Plans. No construction can begin without Final Plan Approval.

A COMPLETE SUBMITTAL REQUIRES THE FOLLOWING:

- Purpose of submittal form, available at the Management Company.
- Required number of complete sets of drawings, with all of the information required by the Submittal Checklist for the application type.
- Completed Architecture & Landscape Application and Agreement Form.
- Neighbor Sign-off form completed.
- Submittal Fee, (if required)
- Construction and Completion Deposit (if required)

A copy of the Submittal Checklist is not required to be returned with your submittal.

Use it as an aid in preparing your submittal.

DEFINITIONS:

The Cameo Community Association Architectural Standards define the Primary Building Pad as follows: "3. Maximum height of all roofs, other than flat, shall not exceed 14'-0" above the primary building pad of residence. Flat roofs shall not exceed 11'-6" above the primary building pad. "Primary Building Pad" is defined as "finish grade" beneath the concrete slab of principal portion of residence."

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Architecture & Landscape

SUBMITTAL

CHECKLIST

REQUIRED SUBMITTAL DOCUMENTS

Following is a chart that sets forth the minimum submittal requirements for each of the application types. Refer to the Architecture & Landscape Application and Agreement Form for the Application Type and the Submittal Checklist for the specific plan requirements. The AC may require additional submittal materials at their discretion. Refer to the Cameo Guidelines and the CC&R's while using the Submittal Checklist. If there are any questions about the specific requirements for your application, please call the Management Company to verify the information. Incomplete submittals will not be reviewed and may delay the approval of your project.

LEGEND		SUBMITTAL DOCUMENTS														
		Application & Agreement	Purpose of Submittal Form	Site Plan / Title Page	Grading Plan	Floor Plans	Roof Plan	Building Sections	Exterior Elevations	Colors, Finishes & Materials	Details	Hardscape Plan	Planting Plan	Specifications	Variance Submittal	Photographs
APPLICATION TYPES	1. New Home Construction, 2. Major remodels, Additions and Roof Modifications	●	●	●	●	●	●	●	●	●	●	●	●	○	○	
	3. Minor Exterior Remodel	●	●	●	○	○	○	○	○	≠	○	○	○	○	○	●
	4. House Doors, Garage Doors, Gazebos, Overhead Trellis, Skylights and Windows	●	●	○	✘	○	✘	✘	○	≠	●	✘	✘	●	○	●
	5. Major Hardscape including pool, spa and overhead structures.	●	●	●	○	○	✘	○	○	≠	●	●	●	●	○	○
	6. Garden Walls, Fences, Storage Sheds, Awnings and Landscaping (Landscape that only includes shrubs that will reach a mature height of not more than 3 feet do not need approval).	●	●	●	✘	✘	✘	○	○	≠	●	○	○	●	○	○
	7. Roof with new material	●	●	○	✘	○	●	○	○	●	●	✘	✘	●	○	○
	8. Reroofing with same roof materials, 9. Repainting with the same colors.	●	●	✘	✘	✘	✘	✘	✘	℞	✘	✘	✘	✘	○	○
	10. Exterior Color or Material Change	●	●	✘	✘	✘	✘	✘	○	●	✘	✘	✘	●	○	○
	11. Satellite dishes and antennas	●	●	Ⓢ	✘	✘	✘	✘	✘	✘	✘	✘	✘	●	○	○
	14. Failed Inspection Submittal	●	●	ℵ	ℵ	ℵ	ℵ	ℵ	ℵ	ℵ	ℵ	ℵ	ℵ	ℵ	○	●
	15. Variance Request	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○

APPLICATION TYPES AND SUBMITTAL FEES

NO.	DESCRIPTION	SUBMITTAL FEE	INCLUDED IN THE FEE:	
			NUMBER OF REVIEWS	NUMBER OF INSPECTIONS
1	New Home Construction. Includes new residences and residences rebuilt after demolition.	\$2,500.00	3	3
2	Major Remodels and Additions. All new construction with any new exterior walls, new roof areas, roof modifications or roof/wall penetrations.	\$1,000.00	3	3
3	Minor Exterior Remodel. Includes all new construction without any new exterior walls or roof modifications.	\$750.00	2	1
4	House Doors, Garage Doors, Gazebo, Overhead Trellis, Skylights and Windows. Replacement of existing doors and windows. Refer to Application Type No. 2 above for new openings.	\$100.00	1	0
5	Major Hardscape. Includes pools and spas, and overhead structures.	\$425.00	2	2
6	Garden Walls, Fences, Storage Sheds, Awnings and Landscaping. (Landscape that includes only shrubs that will not reach a mature height of more than 3 feet do not need approval).	No Fee	1	0
7	Roof with New Material.	\$100.00	0	1
8	Reroofing with same roof materials.	No Fee	0	0
9	Repainting with the same colors.	No Fee	0	0
10	Exterior Color or Material Change.	No Fee	0	0
11	Satellite dishes and antennas.	No Fee	0	0
12	Field Inspections.	\$125.00	0	1
13	Additional Submittals.	\$100.00	1	0
14	Failed Inspection Submittals.	\$100.00	1	0
15	Variance request. Any request that deviates from what is allowed in the guidelines or CC&R's requires a variance. The request may or may not be approved. Approval by the Association does not in any way guarantee that a similar variance request may be required by or granted by the City of Newport Beach. (This fee is in addition to the underlying application fee)	\$100.00	1	0

CONSTRUCTION AND COMPLETION DEPOSIT

New Home Construction, Additions and Major Remodels per Lot	\$2,500.00
Minor Exterior Remodel, Swimming Pools and Spas	\$500.00

SUBMITTAL PROCEDURE

1. Complete and sign this Application & Agreement form.
2. Please refer to the attached Submittal Checklist and prepare the applicable plans.
3. Attach the appropriate fees as specified above. Additional fees may be required if additional reviews or inspections are necessary.
4. Submit the Application & Agreement Form, the appropriate fees and the applicable plans directly to the Association's Management Company. Submitting directly to the Architectural Committee, an individual Committee member, or the Consulting Architect will delay the review process.

SITE PLAN / TITLE PAGE

Scale: 1/8" = 1' - 0" minimum

- Lot number, property address; name and address of Owner; name, address and phone number of Architect/Designer, Lot area
- Property Lines, with dimensions, bearings, easement locations/widths
- Ultimate right-of-way, existing paving and curb, gutter and sidewalk
- Location of all site utilities and meter enclosure locations
- All existing features: structures, fences, walls, patios, decks, walkways, top of slopes, toe of slopes
- Show all dimensions for work to be considered, distances between proposed work and property lines, and distances between existing and proposed work.
- Dimensioned footprint of miscellaneous structures: Decks, pet enclosures, gazebos, trellises, arbors, shade structures
- Dimensioned Building Envelope:
 - Finished Pad Elevation
 - Front yard setback from property line
 - Side yard setback from property line or top or toe of side slope
 - Rear yard setback from property line or top of slope
 - Eaves, overhangs, window seats, balconies, architectural projections, chimneys and columns
 - Trellises, patio structures, sun shades and gazebos from the property line
- Mechanical Equipment: AC compressors, pool/spa/fountain equipment, with methods of screening and sound attenuation
- Mailbox location and design
- Trash container storage location with method of screening from view
- Sports equipment locations (basketball backboards, swings, etc.)
- Fence and wall locations, heights and materials
- Proposed hardscape areas: Walks, driveway, patios, pool, spa, fountain, dog run
- Proposed landscape planting areas. Any existing Association irrigation lines
- Proposed drainage system – catch basins, deck drains, downspouts, piping
- Size and percent of lot coverage of existing and proposed structure(s)
- Any other exterior improvements which may impact the community
- For satellite/antenna submittals: Property lines, building outline, installation location only
- Vicinity map, scale, north arrow, date prepared or amended

GRADING PLAN

Scale: 1/8" = 1' - 0" minimum

Changes to the finished grade must be accompanied by a grading plan prepared by a California Registered Civil or Professional Engineer or California Licensed Architect.

- Legal description: tract number, lot number, property address, Assessor's Parcel number; name and address of Owner; name, address, phone number and contact person for Engineer/Architect.
- Property Lines, with dimensions, bearings, easement locations/widths
- Ultimate right - of - way, existing paving and curb, gutter and sidewalk
- Location of all site utilities

GRADING PLAN (continued)

- Finish Pad Elevation, existing contours, top and toe of slopes
- Proposed changes to the finished grades. Modifications to existing slopes due to additions of retaining walls
- Retaining walls with top and bottom of wall noted
- All catch basins, deck drains, downspouts, surface flow lines, subsurface drain pipe and point of water dispersal through the curb to the street of address except rear drainage into a legal drainage easement or through the curb at the lower street on street to street lots.
- No overslope drainage
- Scale, north arrow, date prepared or amended, wet signature of design professional.

FLOOR PLAN

Scale: $\frac{1}{4}'' = 1'-0''$

- Existing and proposed structures. Include all walls, columns, architectural projections, openings and any feature that will affect the exterior design.
- Overall dimensions and all building breaks.
- Fully dimensioned plans of all levels.
- Room functions.
- Finish floor elevations at all floor levels
- Gross living area square footage, existing and proposed for living areas (all floors), garage, patios and decks.
- Square footage of pools, recreation areas and patio covers.
- Mechanical equipment locations, utility meter locations
- Foundation plan and details.
- Scale, date prepared or amended.

ROOF PLAN

Scale: $\frac{1}{8}'' = 1'-0''$ minimum

Note: The finish height of all roofing materials such as a shake or tile, when installed, must be under the maximum allowable height.

- Roofing type, manufacturer, color name, color number and style
- Roof pitch, flat roof height, sloping roof height
- Callout of all roof features: Hips, valleys, ridges, chimneys, birdstop detail, etc.
- On reroofing applications, specifically callout and detail the difference in the roof construction, including sheathing types, existing and proposed materials and the existing and proposed ridge cap details and the difference in height of the existing to the new ridge.
- Gutters, diverters, and downspout: locations, materials, and colors
- Skylights: location, size frame finish, lens type (flat, bubble, etc.), lens material
- Solar panels: Location, style and recess detail.
- Vent locations. Note requiring roof vents to be colored to match roofing material
- Height of parapets in relation to flat roofs, parapet details
- No roofing mounted mechanical equipment
- Scale, date prepared or amended

BUILDING SECTIONS

Scale: $\frac{1}{4}'' = 1'-0''$ minimum

Note: "Primary Building Pad" is defined in the Architectural Standards and on Page 1 of the Submittal Checklist.

- Section taken through the highest portion of the structure. Indicate all floor heights and dimension the ridge/peak heights from the Primary Building Pad.
- Foundation section, wall section and eave/overhang section shown on building section
- Scale and date prepared or amended

EXTERIOR ELEVATIONS

Scale: $\frac{1}{4}'' = 1'-0''$ minimum

Note: "Primary Building Pad" is defined in the Architectural Standards and on Page 1 of the Submittal Checklist

- Show all walls visible from the exterior of the building
- Window and door locations, detail references for surround treatment. Glass in garage windows may be obscure.
- Garage door style, material, finish. Glass in garage doors may be obscure
- Roof pitch and dimensioned ridge/peak heights from Primary Building Pad
- Show all gutters and downspouts
- Building Envelope Profile (Existing and Proposed)
- All exterior materials, finishes and colors clearly noted and keyed to the required Materials and Colors Legend for Building and Hardscape, which shall be on the elevation sheets
- Rendered/colored front elevation (suggested, not required)
- Scale and date prepared or amended

COLORS, FINISHES AND MATERIALS

8 $\frac{1}{2}''$ x 11" maximum size, rigid mounted (from core board) with actual material and color samples. No paper printed stucco or wood stain samples are acceptable. All samples shall be minimum 1"x2", keyed to the legend below, clearly labeled with manufacturer, color name and color number, and where used on the building. All exterior materials must be represented on the board (or boards). If it is necessary, more than one 8 $\frac{1}{2}''$ x 11" board may be submitted to accommodate the required samples. For large materials such as roof tiles and bricks, only submit a small sample piece, not the full size sample. Boards shall be clearly labeled with Owner's name and Project address. Oversized Color and Material boards will be returned to the applicant unchecked so that they can be made the proper size. This will count as one of the submittals. Only one complete submittal is required.

- Roof material sample(s) - If using a tile blend, submit a sample of each color
- Stucco sample - Actual sample of each color and finish
- Paint and/or stain samples - Color chip for all painted surfaces, wood stain sample for all stain finishes.
- Hardscape materials - Samples of tile, brick, stone, colored concrete, etc.
- Attach a copy of the Materials and Colors Legend for Building and Hardscape (Page 7 of this checklist) to the Board(s) and reference the colors and materials to the legend.
- Reference colors and materials to the site plan, roof plan and exterior elevations.

DETAILS

Scale: $\frac{3}{8}'' = 1'-0''$ minimum

- Typical exterior openings: Head, jamb and sill details.
- Eave and overhang details

DETAILS (continued)

- Any material necessary to explain exterior design features and junctions of dissimilar materials.
- Exterior railing, wall and fence details.
- Hardscape details - Steps, planters, pools, etc.
- Gate details
- Patio covers, trellis and other exterior structure details.
- Door and Window schedule

HARDSCAPE PLAN

Scale: 1/8" = 1'-0"

- Residence footprint with location of doors and windows indicated
- Identify all paving types, steps, patterns, textures, materials, and colors.
- Benches and other site amenities
- All site walls, heights from both sides, materials and colors
- Dimensioned locations of pools, spas, fountains. Include the location of all mechanical equipment and the screening and sound baffling of the equipment.
- Site structures - trellises, patio structures, sun shades, gazebos, arbors, storage buildings, pet enclosures, trash receptacle screens, mechanical equipment screens, sports equipment and courts, water features and pools:
 - Dimensioned location in relation to the building and the setbacks
 - All necessary details to show the design, materials and type of construction
 - Elevations of all sides indicating the height.
- Barbecue location and details of enclosure.
- Spot grade elevations and types and methods of drainage. A complete subsurface drainage system is strongly recommended, required on new homes. All drainage is to be through the curb at the street of address except rear drainage into a legal drainage easement or through the curb of the lower street on street to street lots.
- Landscape light fixtures, types, manufacturers, model numbers and catalog cuts.
- Structural details for all structures: retaining walls, shade structures, etc.
- Scale, north arrow, date prepared or amended.

PLANTING PLAN

- Show the footprint of all structures including overhangs, indicating window and door locations
- Show the outline of all hardscape improvements
- Provide a plant list indicating both Botanic and Common names, container size at time of planting and qualities of each plant.
- Identify all ground cover and turf by name (Botanic and Common names if appropriate) including a seeded material for use as erosion control.
- For plantings that will exceed 3' in height, list the height and spread at 15 years growth
- Graphically indicate trees and shrubs to scale at 15 years growth.
- Complete irrigation plan and details including location of new and existing irrigation lines, point of connection, water pressure, main line location, backflow device locations, valve locations, location and types of irrigation devices, performance information, installation specs and details.
- Scale, north arrow and date prepared or amended. Scale 1/8" = 1'-0"

SPECIFICATIONS

The specifications requested are to document the name, manufacturer, model number, style, etc. of colors, materials and products described in the submittal.

VARIANCE SUBMITTAL

Only one complete submittal is required.

- Letter of justification, and additional submittal fee.
- For remodels, additions and landscape/hardscape requests, submit photographs of the existing conditions.
- Additional submittal materials as may be required by the AC to fully understand the request. This may include renderings and/or models.

PHOTOGRAPHS

The Photographs requested are to document the existing conditions prior to the improvement/change and to clearly indicate where proposed work/installation will be taking place. For satellite/antenna installation, please mark the photograph where the device is to be installed.

MATERIALS AND COLORS LEGEND

Complete the following legend and include it on the submittal drawing and color and materials board. Key all items to the elevations, roof plan, site plan and hardscape plan.

MATERIALS AND COLORS LEGEND FOR BUILDING AND HARDSCAPE

NO.	ITEM	MATERIAL	MFR.	COLOR NAME	COLOR NUMBER	COMMENTS
1	ROOF					
2	WALLS - FIELD					
3	WALLS - ACCENT					
4	FASCIA TRIM					
5	WOOD TRIM					
6	WINDOWS					
7	GARAGE DOOR					
8	ENTRY DOOR					
9	EXTERIOR DOORS					
10	GUTTERS					
11	WROUGHT IRON					
12	GARDEN WALLS					
13	GATES					
14	DRIVEWAY					
15	HARDSCAPE					
16						
17						
18						
19						
20						

The Cameo Community Association Architectural Committee (AC), as part of the review process, would like the benefit of neighbor's comments when reviewing the plans for proposed improvements. Please take time to review the proposed plans for improvements on your neighbor's property. Then, please return this form to Villageway Management, Inc. after reviewing the plans and completing the requested information.

All responses will be kept confidential. Please note that this is not a Neighbor Approval" form, but rather another tool used by the AC in their review of submittals. The AC will consider all comments in their decision, but objection by a neighbor will not mandate a denial by the AC. If no comment is received by the AC from a neighbor, it will be deemed as no comment.

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NEIGHBOR

AWARENESS

NEIGHBOR RESPONSE

On _____, I reviewed the architectural landscape plans proposed for the residence located at _____.

I have no comments on the plans for construction of the improvements as proposed.

I have the following comments on the plans for construction of the improvements:

I am the adjacent impacted facing homeowner.

Name _____

Signature _____ Date _____

Address _____

Phone Number _____

