

CAMEO

Community Association

ARCHITECTURAL AND LANDSCAPE APPLICATION AND AGREEMENT

REVISED 12.2020

This Architecture and Landscape Application and Agreement package is to be used for submittals to the Cameo Community Association Architectural Committee. This Application Package is not the Architectural and Landscape Design Standards. The Architectural and Landscape Design Standards may be obtained from the Management Company.

APPLICANT INFORMATION

Owners Name _____

Lot Number _____

Project Address _____

Submittal Type _____

Submittal Date _____

Mailing Address _____

Home Phone _____

Day Phone _____

Email _____

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

PROJECT INFORMATION

Please check the appropriate box for the type of application being requested. Refer to the Application Types on Page 9 and 10.

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 _____

Email _____ License No. _____

LANDSCAPE

Architect / Designer _____

Address _____

Phone _____ Contact _____

Email _____ License No. _____

CONTRACTOR

Building / Landscape _____

Address _____

Phone _____ Contact _____

Email _____ License No. _____

CAMEO

Community Association

Powerstone

Property Management

9060 Irvine Center Drive, Suite 200

Irvine, CA 92618

Phone (949) 716-3998 Email:

mwigler@powerstonepm.com

Architecture & Landscape

APPLICATION

& AGREEMENT

SUBMITTAL INFORMATION

Please complete the following information:

Owners Name

Lot Number

Project Address

Submittal Date

Submittal Number

CAMEO

Community Association

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9060 Irvine Center Drive, Suite

200 Irvine, CA 92618

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Architecture & Landscape

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):

GENERAL CONDITIONS OF APPROVAL

The following shall be conditions of any Architectural Approval and shall be deemed incorporated by reference in all plans or Architectural Committee letters of approval. It shall be the responsibility of the Applicant to ensure that these conditions are enforced upon all persons or firms used, engaged or employed in carrying out any operation or trade in conjunction with the Improvement. The Architectural Committee may condition its approval of plans and specifications with such changes it deems appropriate and may require submission of additional plans and specifications or other information or materials prior to approving or disapproving plans and specifications.

1. **Occupational Safety and Health Act ("OSHA") Compliance:** All applicable OSHA regulations and guidelines must be strictly observed at all times.
2. **Signs:** During construction, a single construction sign is required which clearly identifies the responsible party for construction and contact information that will provide for 24-hour contact of the responsible party in the event of an emergency. No other signs shall be displayed on any Lot other than a sign advertising the property for sale as permitted by the Declaration, "Beware of Dogs" signs and "No Soliciting" signs which satisfy the requirements set forth below. This limitation applies to tradesmen's, contractors' and installers' signs of any type, including the signs identifying the Lot as the site of their activities or operations. In general, The Architectural Committee will approve a single sign no greater than 3'x5' mounted on the construction fencing and no greater than six (6) feet from the ground to the top of the sign. In no event shall banners or multiple signs be permitted.
3. **Hours of Operations:** All construction operations may be carried on between the hours of 7:00 AM and 5:00 PM on Monday through Friday and 9:00 AM and 4:00 PM on Saturdays. No construction shall be permitted on Sundays or the following holidays: Christmas Eve Day, Christmas Day, New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day. In the event City Ordinances are more restrictive, the City Ordinances shall prevail.
4. **Inspections:** The Owner agrees to hold its contractor responsible to notify the Cameo Association for an inspection by the Association's Consulting Architect at four key points during construction:
 - Inspection No. 1. Verification of setbacks after foundation/ slab forms are set and before concrete is poured. Slab Height Certification will be required
 - Inspection No. 2. Verification of framing— Verification of heights and window and building details. This inspection must be conducted prior to the framing being wrapped for stucco or siding. Roof Height Certification will be required
 - Inspection No. 3. Substantial completion— Prior to occupancy at the point of substantial completion of the building.
 - Inspection No. 4. Final Inspection at the completion of landscaping.

Additional on-site visits to confirm compliance with the approved application will occur monthly for, Category 1 - New Homes, Category 2 - Major Remodels and Additions and Category 3 -Major Hardscape and Landscape Improvements. The Owner is to provide Management with the contact information of the responsible individual who will be managing the construction to allow scheduling of the visits.

Inspections will be held within seventy-two (72) hours following receipt by the Management Company of a written request. The inspections will only be performed Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Any work conducted or completed without the written approval of the Architectural Committee is done at the sole risk of the Owner. Proper notification is mandatory. If special arrangements need to be made, please notify the Management Company in writing in order to receive verification that the request can be accommodated. If an inspection is requested and the work to be inspected is not complete when the Consulting Architect is at the site, a re-inspection fee will be charged. It is the Owner's responsibility to notify the Contractor of these requirements.

For Inspection No. 1, please notify the Management Company after above ground forms are set.

For Inspection 2, all framing details are to be in place and constructed per the approved plans. All parapet trim and cap framing must be in place prior to the inspection. Heights will be measured based upon the written height criteria contained within these Standards.

All work must be completed per the approved Final Plans. Any work that deviates from the Approved Final Plans cannot be approved by the Consulting Architect. This is true for all exterior parts of the project: the building and its details; the windows, doors and garage door(s); materials and colors; the landscaping and the hardscape. If a change during construction is required, please resubmit to the AC for approval prior to the change. If you fail an inspection because the work does not conform to the Approved Final Plans, another submittal will be required at that time, which will delay the process and jeopardize the release of the construction deposit.

5. **Temporary Structure:** No structure of a temporary character will be permitted to remain on any Lot without the written approval of the Architectural Committee.
6. **Sanitary Facilities and Fencing:** Each Owner and Builder shall be responsible for providing adequate sanitary facilities for their construction workers. Portable toilets or similar temporary toilet facilities shall be located only on the Lot itself in a location approved by the Architectural Committee. Chain link fencing with vinyl screening will be required for all Category 1, 2 and 5 project types visible from the street (construction activity, stored materials, toilets, etc.).
7. **Debris Removal:** Appropriate Best Management Practices (BMP's) are to be implemented to control water and construction debris run-off onto adjacent properties, Common Areas, Association maintained slopes and streets. No refuse or construction materials of any type shall be washed down the gutter/street drains. The Property, streets and Common Area is to be cleaned, at least, at the end of each day during construction. Debris collected on the construction site must be stored in a dumpster / trash bin. Debris piled / stored for eventual removal, and not in a dumpster / trash bin, is not permitted.
8. **Unightly Items:** All rubbish, debris and unsightly material or objects of any kind shall be regularly removed from the Lot and will not be allowed to accumulate thereon. Removal shall be made weekly, preferably on Friday and rubbish will not be allowed to accumulate on streets or Common Areas. The Owner will be responsible for the cost of any trash cleanup work performed by the Association. Owners are prohibited from dumping, burying or burning trash anywhere within the community. Concrete trucks washing out spill pans before leaving the construction site shall do so only on the Owner's Lot.
9. **Streets, Parkways and Common Areas:** No construction debris or materials such as sand, mud or bricks may be permitted to remain on streets, sidewalks, Association maintained slopes or Common Areas. All items of such nature must be stored on the Owner's Lot. In the event that any materials are delivered and deposited on the streets, sidewalks or Common Areas, the Owner will be held

- responsible for the costs involved in cleaning and/or restoring the streets, sidewalks, Association maintained slopes and Common Areas. Parkways and sidewalks shall be maintained in a clean, clear and orderly manner. Weeds, trash and construction material shall not be allowed to collect.
10. **Construction Equipment:** Trucks, concrete mixers, trailers, trash bins, compressors and other types of construction equipment shall be parked only in areas designated by the Architectural Committee and only for such periods of time as approved by the Architectural Committee. The Owner shall be financially responsible for any equipment removal or necessary repairs required by the Architectural Committee.
 11. **Dust and Noise:** The Owner shall be responsible for controlling dust and noise from any construction on his lot. No loud radio noise or conversation volume which can be heard from Common Areas or adjacent homes is permitted. Common courtesy must be observed at all times. Any construction work which risks damaging or impacting adjacent property such as spray painting, sand blasting, etc., must provide adequate protection to contain the work and protect adjacent property.
 12. **Excavation:** Excess excavation materials must be hauled away during the excavation process and may not be stored on the Lot or Common Areas.
 13. **Restoration or Repair of Other Property Damaged:** Damage to other property, including without limitation, other Lots, Common Area, or other Improvements shall be repaired or restored promptly at the expense of the person causing the damage or the Owner of the Lot where the construction activity is taking place. Upon completion of construction, each Owner and contractor shall clean the construction site and repair or restore all damaged property, including without limitation, restoring grades, and repairing streets, driveways, drains, irrigation systems, culverts, ditches, signs, lighting and fencing.
 14. **Maintenance of Alterations:** The repair and maintenance of any work or Improvements will be the responsibility of the installing Owner and subsequent Owner.
 15. **Drainage:** There shall be no modification or interference with the established drainage pattern over any of the property, unless an adequate alternative provision, previously approved in writing by the Architectural Committee, is made for proper drainage. All downspouts are required to be tied into underground drain systems with dedicated hubs and discharged to an engineered system. Emphasis must be placed on the importance of good drainage with expansive soils.
 16. **Workmanship:** All Improvements shall be performed in a manner consistent with the best practices of custom residential architecture. Any work deemed by the Architectural Committee to be of inferior quality shall be reworked or removed and the building restored to its condition prior to commencement of the work by the Owner.
 17. **Enforcement:** Failure to obtain the necessary prior approval from the Architectural Committee constitutes a violation of the CC&R's and may require modifications or removal of work at the expense of the Owner.
 18. **Monthly Inspections:** Monthly inspections will be conducted by an Association representative. The Owner's Contractors are to be notified of this requirement and are to assist in facilitating the site visits.
 19. **Violations:** All Owners have the right to bring to the attention of the Architectural Committee any violations of the CC&R's and/or the Architectural Standards.
 20. **Amendments:** The Architectural and Landscape Design Standards, along with the provisions set forth in the CC&R's for the project, form the basis and criteria for evaluation of plans and specifications submitted for review and approval by the Architectural Committee. The Architectural Standards may be amended or supplemented from time to time as provided for in the CC&R's.

21. **Time Period:** Work shall continue diligently in a scheduled manner. If delays are encountered, the Applicant must make a written request for an extension of the approval, citing the reasons for delay and the approximate time for continuing and completing the Improvement. Unless extensions are granted in writing or Improvements are required to be accelerated as part of a compliance action, all new homes and major remodels and additions (Categories 1 and 2) shall be commenced within six (6) months from the issuance of a building permit by the City of Newport Beach, or within eighteen (18) months from the date of the Tentative Acceptance, whichever is later and completed within twenty-four (24) months after the start of construction. If the Owner has not started construction within the allotted time, all of the approvals (Preliminary, Tentative Acceptance and Final Approval) shall be automatically terminated. After expiration, any resubmittal shall be as a new application subject to the current Standards and fees in force at that time. Major Hardscape and Landscape Improvements (Category 5) shall be commenced within one hundred and twenty (120) days after the Architectural Committee approval and completed within six (6) months after work first commences. All remaining Improvement categories shall be commenced within sixty (60) days after Architectural Committee approval and completed within three (3) months, unless the Architectural Committee specifically authorizes a longer time period. If the work is not completed and a Notice of Completion is not filed within the stipulated time, the Architectural Committee may issue a thirty-day notice to remedy. If the work is not completed within thirty days, the Architectural Committee may forward the issue for enforcement by the Board.
22. **Standing Still:** Starting and stopping work for extended periods of time is not acceptable. A project which is partially completed and stopped for any reason is potentially subject to fines unless the Applicant contacts the Association and submits plans for "Standing Still". The Owner/Applicant must prepare the property in order to protect the surrounding properties from erosion or damage or unsightly conditions. Such work shall begin immediately upon approval of plans for Standing Still by the Association. This approval will be good for ninety (90) days; with extensions granted at the discretion of the Association.
23. **Use of Association Property:** If construction activity requires the use of Association property for purposes of transporting labor and materials, or for the temporary storage of materials, the Applicant shall obtain written permission from the Association for "Right of Entry" during the course of construction. A copy of this letter granting permission shall be filed with the Architectural Committee prior to the commencement of construction. Proof of adequate insurance may be required to obtain permission.
24. **Governing Agency Approval:** Architectural Committee review and approval is for aesthetic purposes and compliance with the Architectural and Landscape Standards and CC&R's. All necessary building permits and other approvals must be obtained and all City regulations must be adhered to at all times. After the Architectural Committee has approved the Owner's plans, the Owner must contact local regulatory agencies and be sure that he or she is in compliance with all building and zoning regulations currently in force. In the event of a conflict between the provisions of these Standards and any other ordinance or regulation, the more restrictive requirements shall prevail.

OWNER'S SIGNATURE

DATE

CONTRACTOR'S SIGNATURE

DATE

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.

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Powerstone

Property Management

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Irvine, CA 92618

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Architecture & Landscape

SUBMITTAL

CHECKLIST

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: 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."

See the "Definitions" section of the Architectural and Landscape Standards for additional definitions

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 Architectural and Landscape Standards 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	Exterior	Color, Finishes & Material	Details	Hardscape Plan	Planting Plan	Specifications	Variance	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 and Landscape including pool, spa and overhead structures (Landscape that only includes shrubs that will reach a mature height of not more than 3 feet do not need approval).	●	●	●	○	○	✘	○	○	≠	●	●	●	●	○	○
	6. Garden Walls, Fences, Storage Sheds, and Awnings	●	●	●	✘	✘	✘	○	○	≠	●	○	○	●	○	○
	7. Roof with new material / Solar	●	●	○	✘	○	●	○	○	●	●	✘	✘	●	○	○
	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	●	●	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	○	●
	15. Variance Request	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○

APPLICATION TYPES AND SUBMITTAL FEES

NO.	DESCRIPTION	SUBMITTAL FEE	CONSTRUCTION & COMPLETION DEPOSIT	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	\$5,000.00	3	4*
2	Major Remodels and Additions. All new construction with any new exterior walls, new roof areas, roof modifications or roof/wall penetrations.	\$2,000.00	\$3,500.00	3	4*
3	Minor Exterior Remodel. Includes all new construction without any new exterior walls or roof modifications.	\$750.00	\$1,500.00	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.	\$750.00	\$1,500.00	1	0
5	Major Hardscape and Landscape. Includes pools and spas, and overhead structures (Landscape that includes only shrubs that will not reach a mature height of more than 3 feet do not need approval).	\$750.00	\$1,500.00	2	2*
6	Garden Walls, Fences, Storage Sheds, and Awnings.	\$500.00	\$500.00	1	0
7	Roof with New Material, and Solar	\$500.00	\$500.00	0	1
8	Reroofing with same roof materials.	\$500.00	\$500.00	0	0
9	Repainting with the same colors.	\$500.00	\$500.00	0	0
10	Exterior Color or Material Change.	\$500.00	\$500.00	0	0
11	Satellite dishes and antennas.	\$500.00	\$500.00	0	0
12	Field Inspections.	\$250.00		0	1
13	Additional Submittals.	\$250.00		1	0
14	Failed Inspection Submittals.	\$250.00		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)	\$375.00		1	0
	Management - administrative fee (one-time fee)	\$175.00			

*These categories will have additional monthly site visit

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
- A topographic survey depicting the existing topography and Improvements (e.g. 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 over the slope 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: 1/4" = 1'-0" minimum

- 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: 1/4" = 1'-0" minimum

- 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 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 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: 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	WALL - FIELD					
3	WALL - ACCENT					
4	FASCIA TRIM					
5	WOOD TRIM					
6	WINDOWS					
7	GARAGE DOOR					
8	ENTRY DOOR					
9	ENTERIOR 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 Powerstone Property Management 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.

CAMEO

Community Association

Powerstone

Property Management

9060 Irvine Center Drive, Suite 200

Irvine, CA 92618

Phone (949) 716-3998 Email:

mwigler@powerstonepm.com

Architecture & Landscape

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 _____

NEIGHBOR SIGN-OFF

All improvements require notification of all neighbors visually affected or impacted by the requested improvement. Such notification shall be by sign-off below. The neighbors' approval is not a condition for the approval of plans by the Architectural Review committee. Further, the committee is not required to deny a set of plans based upon the disapproval of affected neighbors. Neighbors who disagree with the proposed improvement are invited to submit their concerns in writing to the Architectural Review Committee, in care of Powerstone Property Management. A Neighbor Awareness form is available for this purpose.

Neighbor Address	Name	Date	Signature