



Oaks North Community Center
 "An Age 55+ Community in Rancho Bernardo"
 www.oaksnorthcommunity.org

12578 Oaks North Drive; San Diego, CA 92128
 Office (858) 487-0120 ♦ Email: Admin1@oaksnorthcommunity.org

<u>FOR ONCC USE ONLY</u>	
DATE IN:	_____
ONCC NO:	_____
HOA NAME:	_____
TYPE:	_____

ARCHITECTURAL APPLICATION FOR APPROVAL OF THE FOLLOWING:

CONDOMINIUMS: EXTERIOR IMPROVEMENTS/CHANGES AND INTERIOR STRUCTURAL CHANGES

HOUSES: EXTERIOR IMPROVEMENTS/CHANGES

OWNER'S NAME: _____

CONTACT PHONE: _____ EMAIL ADDRESS: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS (If Applicable): _____

NAME OF HOA (If Applicable): _____ MEMBER #: _____

I WOULD LIKE TO REQUEST APPROVAL OF THE PROPOSED IMPROVEMENT(S)/CHANGES(S) AS FOLLOWS:

SUBMISSION REQUIREMENTS: The following information must be furnished with all applications presented to the Architectural Committee for approval. Lack of any items required or insufficient data on any items will cause delay in checking or approving plans. It should be understood that *NO IMPROVEMENT OR CHANGE CAN PROCEED WITHOUT THE PRIOR WRITTEN APPROVAL OF THE ARCHITECTURAL COMMITTEE.*

1. **STRUCTURES:** Including but not limited to patio covers, room additions and fences, must include the following:
 - a. **PLOT PLAN:** Must include property lines and dimensions, site of proposed new construction and its relationship to the property lines and all existing structures as well as location and dimensions of existing structures.
 - b. **EXTERIOR ELEVATION:** An exterior elevation or rendering which fully explains the structure.
 - c. **BUILDING PLAN:** Construction details to assist in evaluating the project, including dimensions, materials and colors.
2. **LANDSCAPING:** Landscaping plans must show location, type and size of plants. Ground covers must be clearly specified with irrigation indicated.
3. **EXTERIOR PAINTING:** Colors must be similar to those in your neighborhood.
4. **GARAGE DOORS/SCREEN DOORS/SECURITY DOORS:** Type of material, style and color information must be submitted. Also, please submit a manufacturer's brochure.
5. **ROOFS:** Applicant must submit a manufacturer's sample depicting style and color to be installed.
6. **SOLAR TUBES:** Applicant, including those in areas controlled by a management or homeowners' association, will be responsible for roof damage caused by the installation as well as painting the flashing the same color as the roof.
7. **A DESCRIPTION OF HOW THE MATERIAL, STRUCTURE ETC IS TO BE INSTALLED.** Applications should include both a description of what is to be installed, the materials to be used and the method of installation

CONDITIONS OF APPROVAL: Original drainage patterns must not be disturbed, or an alternate pattern must be approved by the Architectural Committee. All materials and workmanship must match existing construction. All permits required by law must be obtained. A licensed contractor is highly recommended. Paint must match unless otherwise indicated above. Condominium approval is subject to the owner assuming responsibility for and expense of any future repairs or maintenance.

Owner acknowledges by his/her signature on this Application that he/she understands that no work may be undertaken until this application is approved by the Architectural Committee and that the mere filing of the application does not guarantee approval. Owner further acknowledges that by virtue of this application it may be necessary for the Architectural Committee to make an on-site inspection of the owner's property, and the owner hereby authorizes such an inspection and further authorizes the Architectural Committee to make such an on-site inspection whether or not the owner is present at the time; and the owner by his/her signature hereon releases the Architectural Committee and its members from any liability that may result from said on-site (exterior only) inspection.

Applicant Comments: _____

Dated: _____

 HOMEOWNER SIGNATURE
 ** **PLEASE READ & INITIAL IMPORTANT NOTICE ON NEXT PAGE**

 HOA ARCHITECTURAL REPRESENTATIVE SIGNATURE
 APPROVED _____ DISAPPROVED _____
 DATE DATE

 ONCC ARCHITECTURAL COMMITTEE SIGNATURE
 APPROVED _____ DISAPPROVED _____
 DATE DATE

The undersigned neighbors have been informed of all of the planned improvements and/or changes on this application. **Every neighbor impacted by the modification(s) must sign and check the owner awareness box. (Sub-associations, please verify and check the boxes.)**

NAME & SIGNATURE	ADDRESS	OWNER AWARENESS
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

For Architectural Committee Use Only:

Comments: _____

Inspection Date(s): _____ Inspected by: _____

PLEASE READ THIS VERY



IMPORTANT NOTICE

For your protection, inquire about **permit requirements** BEFORE starting any work on property that involves additions, alterations or modifications to structural, electrical, heating, water, gas or sanitary plumbing systems, or new installations or replacement of gas-burning or electrical equipment, or property improvements such as fences, garden walls, retaining walls, patio covers, carports, garages, swimming pools, yard sprinklers, water softeners.

Call the **City of San Diego** – Building Inspection Department
Permit Services Division – (619) 446-5000

Meetings: The Houses Architectural Committee meets on the 2nd and 4th Tuesday of every month at 9:00 A.M. in the Los Robles Room.
The Condominium Architectural Committee meets on the 2nd and 4th Wednesday of every month at 9:00 A.M.

Deadlines: **All Architectural Applications must be received in the Center Office by 5:00 P.M. on the Thursday preceding the Committee Meetings in order to be processed and ready for the meetings.** Your cooperation is appreciated in getting your application in early. If you are a member of an HOA/Management Corporation, please see the box below. Please be aware application submission does not guarantee approval. ***Please allow for the review and decision process to take 3 or 4 weeks for completion. The Committee's decision shall be provided in a written letter of response by mail. Please call in advance if you prefer to pick-up your written notification in the association office.***

Site Inspections: At the discretion of the Committees, a site inspection may be required on your application. For prompt handling of your request, you should arrange to be at home on the Tuesday or Wednesday your application is to be reviewed.

Homeowner Association/Management Corporation Members: PLEASE READ BELOW

Homeowner Association/Management Corporation Members: If you are a member of a Homeowners Association or a Management Corporation, your application must first be approved by that organization. The Community Center will submit your application to your Association for you, except for applications for the Chapala Management Corporation and the Oaks North Village Homeowners Association, whose applications must be submitted directly to their Management Corporation or Homeowners Association for review and approval.

IMPORTANT DISCLAIMER: It is the homeowner's responsibility to ensure that all contractors are state licensed and insured. The owner is solely responsible for any and all damages to personal property and association common areas.

Applicant, please initial below after you have read and understand this notice.

Applicant Initials

Rev 10/02/2018
Rev 03/13/2018
Rev 02/20/2018
Rev 07/03/2018