

**GREER RANCH COMMUNITY ASSOCIATION**  
**ARCHITECTURAL PLAN SUBMITTAL PROCESS**

Homeowner to complete:

- 1 Greer Ranch CA Home Improvement Application
- 3 Complete Sets of Plans
- 1 Complete Neighborhood Awareness Form
- Architectural Review Fee of \$150.00

Items above are to be mailed to:  
 Greer Ranch Community Association  
 c/o Everett's Place  
 35500 Greer Ranch  
 Murrieta, CA 92562

Or dropped off at:  
 Greer Ranch Community Association  
 c/o Everett's Place  
 35500 Greer Ranch  
 Murrieta, CA 92562

**Architectural Review Committee has 60 days to review plans and render decision.**

**Approved Plans**

Written approval sent to homeowner along with 1 copy of plans. Any additional deposits or fees would be due at this time (CC&R's Article IX, Section 5, Item G).  
**Homeowner has 60 days from the date of approval to complete construction. Homeowner may request additional time from the DRC, if necessary by submitting a written request.**

No later than 30 days after the Improvement deadline, homeowner must complete the Notice of Completion form including photos and mail them to the address above.

Upon receipt of the "Notice of Completion", GRCA has 60 days to inspect the Improvements.

Successful Improvements

Incorrect Improvements

GRCA has 30 days to notify homeowner in writing of non-compliance

Homeowner has 30 days to remedy non-compliance to avoid enforcement by the DRC.

**Denied Plans**

Homeowner to make corrections and resubmit plans within 30 days, or additional fees may be assessed for review of the resubmittal.

Homeowner may appeal the decision in writing to the Board within 30 days of receiving written notification of denial.

Board has 45 days following receipt of written appeal to render its decision.

***Homeowners are to keep copies of the Home Improvement Application form, plans, Neighborhood Awareness form and photos for their records.***

Appendix A

**Greer Ranch Community Association  
Home Improvement Application**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Neighborhood Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Description of Proposed Improvement: \_\_\_\_\_

\_\_\_\_\_

Proposed Dates: Starting: \_\_\_\_\_ Completion: \_\_\_\_\_

If you wish for the Committee to update you by email, please list your email address: \_\_\_\_\_

Please complete and include this request along with four (4) copies of your proposed home improvement plans to:

Greer Ranch Community Association  
c/o Everett's Place  
35500 Greer Ranch  
Murrieta, CA 92562

On your drawings, please include the following:

- Location of your residence on the lot and the dimensions from the property lines. (Brush Management Zone, if applicable)
- Show ALL dimensions (length, width, and height) of the proposed improvement(s) and the relation to the existing residence.
- Description of materials and finish color.
- Include samples as required by the Design Review Guidelines/Quick Review Checklist.
- Neighbor signatures (see below).

Signature of Member: \_\_\_\_\_ Date: \_\_\_\_\_

### Neighbor Awareness

This is intended to advise your neighbors who own property adjacent to your lot/property line. This includes side, rear, and the possibility of front, or across the street neighbors. Have each of your neighbors sign the plans and on the corresponding spaces in accordance with the diagram on the next page.

NOTE: Neighbors A and B must sign all applications. If the improvement is in your back/side yard, C, D, and E must sign. If the improvement is in the front yard, F, G, and H must sign. If a unit is vacant, a lot has not been built on, or the area is a street, paseo, park, school, apartments, etc., please write this on the signature line. If the area is model home(s) please obtain the sales office signatures. Leaving the signature space blank or N/A will result in your application being returned to you, creating a delay in the review process.

Attention Neighbors: If you don't agree, please feel free to circle "No". If the DRC determines it necessary, you may be requested to attend a hearing with the Design Review Committee to express your concerns. If invited, failure to attend will constitute your consent.

|             |           |   |
|-------------|-----------|---|
| C           | D         | E |
| A           | YOUR HOME | B |
| YOUR STREET |           |   |
| F           | G         | H |

|                       |        |                  |
|-----------------------|--------|------------------|
| Neighbor (Print Name) | Agree? | Signature / Date |
| A _____               | Yes/No | _____            |
| Address _____         |        | Lot # _____      |
| B _____               | Yes/No | _____            |
| Address _____         |        | Lot # _____      |
| C _____               | Yes/No | _____            |
| Address _____         |        | Lot # _____      |

| Neighbor (Print Name) | Agree? | Signature/Date |
|-----------------------|--------|----------------|
| D _____               | Yes/No | _____          |
| Address _____         |        | Lot # _____    |
| E _____               | Yes/No | _____          |
| Address _____         |        | Lot # _____    |
| F _____               | Yes/No | _____          |
| Address _____         |        | Lot # _____    |
| G _____               | Yes/No | _____          |
| Address _____         |        | Lot # _____    |
| H _____               | Yes/No | _____          |
| Address _____         |        | Lot # _____    |

**\*\*\* FOR DRC USE ONLY \*\*\***

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**Comments:** \_\_\_\_\_

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