

APPENDIX A

The Ridge Community Association

ARCHITECTURAL IMPROVEMENT APPLICATION

PLEASE NOTE: Owners are prohibited from installing, altering, adding, etc. any Improvement without the required prior approval of the DRC. If an Improvement is installed, altered, etc. without the required approval of the DRC, the Board of Directors may require the offending Owner to modify or remove unauthorized Improvement at the Owner's expense after notice and a hearing. **DO NOT COMMENCE WORK UNTIL YOU RECEIVE DRC APPROVAL.** The Application should be submitted at least forty-five days before the desired date for installation, construction, or alteration.

SECTION I – OWNER AND IMPROVEMENT INFORMATION

OWNER NAME: _____ **DATE:** _____

PROPERTY ADDRESS: _____ **LOT #:** _____

MAILING ADDRESS (IF DIFFERENT): _____

PHONE NUMBER – DAY: _____ **EVENING:** _____

ORIGINAL APPLICATION: _____ **MODIFICATION TO ORIGINAL:** _____

PLAN REVIEW FEE \$25.00– ATTACHED YES: _____ **NO:** _____

DESCRIPTION OF IMPROVEMENT:

DESCRIPTION OF ANY LANDSCAPING INSTALLED BY THE BUILDER OR PREVIOUS OWNER: _____

PROPOSED START DATE: _____

PROPOSED COMPLETION DATE: _____

SECTION II – SUBMITTAL CHECKLIST

Your submittal must include the plans and specifications showing the nature, kind, shape, height, width, color, materials and location of the proposed Improvement, including, but not limited to, the following information and any information required by the Guidelines and CC&Rs:

- A. A plot plan/diagram showing, at a minimum:
 - 1. The location of residence on Lot and the dimensions from Lot lines, showing all Lot lines accurately as lengths, angles, and curves.
 - 2. The finished dimensions of the proposed Improvement.
 - 3. The distances between existing structures, proposed Improvement, and Lot lines.
 - 3. The facing sidewalls of adjacent residences and the location of party walls.
 - 4. Any other relevant structures or installations, above or below ground.
 - 5. The relevant elevations.
 - 6. All existing and proposed rooflines with pitches noted (as appropriate).
 - 7. All walls, columns, openings, and any condition or feature that will affect the exterior design of the building.
 - 6. The relevant drainage to include the direction of water flow and location of drainage swale yard drain.
 - 7. Detail and location of any and all slopes, top to bottom, on the Lot or adjacent thereto.
 - 8. The scale should be one inch equals ten feet or more detailed as necessary to adequately depict the Improvement.

- B. A description of all material, fixtures, and color scheme. Indicate the color of stain or paint by manufacturer's number respective to building parts or surfaces. Color and materials samples must be provided if they deviate from the original color used. Note accordingly if color is intended to match existing surface. Samples of materials having inherent colors such as masonry will be required if they are to be used in their natural finish.

- C. Plant inventory (type, size and location) (for landscape plans).

- D. Photographs of front and rear of house, as necessary, and particularly if large structures are to be added in front or back.

- E. A check for the non-refundable plan review fee in the amount of **\$25.00** made payable to The Ridge Community Association, (Additional deposits or fees may be charged to the owner if plans are altered or resubmitted.)

Please attach three (3) copies of the submittal documents.

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COMMITTEE USE ONLY

- APPROVED
- APPROVED SUBJECT TO CONDITIONS OUTLINED BELOW
- DENIED FOR REASON(S) OUTLINED BELOW

Signature of Chairperson

Date

Signature of Committee Member

Date

Signature of Committee Member

Date