

VILLAGE GROVE HOME OWNERS ASSOCIATION
ARCHITECTURAL COMMITTEE APPLICATION CHECKLIST

(Owner to Complete)

This checklist must be completed by Owner and be attached to the Architectural Review Committee Application. Failure to complete and include this checklist constitutes an incomplete submittal. All incomplete submittals will be returned without review by the Committee.

A description of what must be included on each of the drawings required below may be found in the Architectural Standards.

PART I - ALL IMPROVEMENTS

This part lists the submittal requirements for All Improvements which must be included with any and all submittal requests.

- Completed Architectural Review Committee Application Form
- Submittal Checklist
- Plot Plan

PART II - LANDSCAPE IMPROVEMENTS

This part must be completed by all applicants for Improvements involving all landscaping in any yard (e.g. plant material, hardscape, spa or pool, fences and walls).

- Landscape Plan (may be included on plot plan)

PART III - EXTERIOR IMPROVEMENTS

This part must be completed for exterior alterations including room additions, trellis and sunshades, gazebos, balcony, window and door treatment and exterior color or material changes.

- Exterior Elevations
- Floor Plans (in the case of detached structures, such as gazebos, floor plans may be included on the plot plan)

PART IV - SPACE IMPROVEMENTS

This part must be completed for space Improvements such as room additions, large decks and room conversions affecting the exterior appearance of the home.

- Exterior Elevations
- Floor Plans (may be included on plot plan)
- Building Section(s)
- Roof Plan

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ARCHITECTURAL COMMITTEE APPLICATION

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Please complete this request form, the submittal checklist form, attach two (2) copies of your proposed improvements plans. Incomplete applications will not be considered and will be returned. To assure prompt consideration, review all submittal materials for completeness before sending them to the Architectural Review Committee:

Mail to: VILLAGE GROVE ARCHITECTURAL COMMITTEE
C/O OPTIMUM PROFESSIONAL PROPERTY MANAGEMENT
230 COMMERCE, SUITE 250
IRVINE, CA 92602

From: _____ Date: _____
Owner

Mailing Address City Zip
() _____ () _____
Area Code Home Phone Number Area Code Work Phone Number

Property Address: _____

Architect, Engineer or Owner's Representative (if applicable):

Company Name Contact

Address: _____

Description of Improvements desired - Give full details of type and extent of Improvements, material, colors and location on the lot.

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I UNDERSTAND AND AGREE THAT:

1. No work on this request shall commence until written approval of the Architectural Committee has been received.
2. The "General Conditions of Approval" section of the Architectural Standards shall apply to any approval.

SIGNATURE: _____ DATE: _____
Owner

Received by the Architectural Committee: Date: _____

(Do Not Write Below Line. To Be Completed By Architectural Review Committee Only)

Committee Comments:

APPROVED

CONDITIONAL APPROVAL

DISAPPROVED

Community CC&R's

Incomplete Submittal

Notes on plans

Require Additional Information

Appearance Evaluation Review Checklist

Letter dated _____

Neighbor Review Signature

RETURNED TO APPLICANT/OWNER

Date: _____

COMMITTEE SIGNATURE(S):

Signature

Date

Signature

Date

Signature

Date

