

PINECREST COMMUNITY ASSOCIATION

ARCHITECTURAL APPLICATION

Please deliver this form along with drawings and other material, when required, to Pinecrest Architectural Committee, c/o Orange County HOA Management, 100 Spectrum Center Dr STE 900, Irvine CA 92618.

NAME _____ DATE _____

SIGNATURE _____

ADDRESS _____ HOME PH. _____

LOT _____ TRACT _____ WORK PH. _____

PROPOSED STARTING DATE _____ COMPLETION DATE _____

The Architectural Committee approves changes and improvements according to standards established by the CC&Rs to assure continuity of quality and design while maintaining the aesthetics of the Community Association.

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH THIS APPLICATION

1. A description of the change/improvement
2. Complete dimensions on the proposed plan
3. Measurement of location in relationship to home and lot lines
4. Description of color specifications, color and materials

WORKMANSHIP

It is the obligation of the property owner to assure that all work performed on the subject improvements shall be done in a good workmanlike manner equal to or better than the standards of workmanship applied to original construction within the subject tract. If, in the opinion of the Architectural Committee the workmanship performed on the subject improvements has not been done in a good workmanlike manner, the property owner shall be notified by the Architectural Committee in writing and shall be responsible to make the necessary corrections within thirty (30) days from the date of notice. If these corrections are not made within thirty (30) days from the date of notice, then the improvements shall be held in non-compliance with the Declaration of Covenants, Conditions and Restrictions.

DRAINAGE

During and subsequent to construction of any improvements, the drainage pattern of your lot (although it may be revised), must not divert waters in any manner to adjacent property, nor shall any attempt be made to block or divert waters from adjacent slopes.

BUILDING AND SAFETY REGULATIONS

Approval of plans by the Architectural Committee does not relieve you (the property owner) of a complete adherence to all codes and regulations of the City of Mission Viejo or other governing agencies (i.e. Mission Viejo Department of Building and Safety, as well as appropriate utility companies). Please note that items which will require approval of the Building Department are as follows not limited to:

Room additions, patio covers (footing for supports should be inspected prior to pouring a slab), retaining walls with grade differential of 10 inches or more, swimming pools and equipment, sprinkler systems, alterations in plumbing, heating and electrical, and air conditioners.

DAMAGE DUE TO CONSTRUCTION

If any existing public improvements or utilities are damaged or destroyed during any phase of construction to which these approved plans apply, the property owner shall at his own expense replace and/or repair such damage, subject to the final approval of the appropriate governing agencies and/or utilities.

PINECREST COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE (ARC)

APPLICATION FOR ARCHITECTURAL APPROVAL OF EXTERIOR CHANGES

A plan and/or rendering with the location of the project in relation to the house and lot line must be submitted along with this form. Scale dimensions must be noted. Materials and color specifications must be noted. Please deliver this form along with drawings and other supporting material to:

Pinecrest Community Association Architectural Community
c/o Orange County HOA Management 100 Spectrum Center Drive STE 900 Irvine CA 92618
949-216-3985 / 949-216-3987 Fax / PCA@hoa-oc.com email

The ARC approves changes and improvements according to the standards established by the CC&Rs and the conditions outlined in the attached "Architectural Conditions and Restrictions" (AC&Rs) to assure continuity of quality and design while maintaining the aesthetics of the Pinecrest community. Only those improvement items indicated below will be reviewed. Any alteration to the improvement items detailed on this notice must be resubmitted to the ARC for review. Any additional improvement items must be submitted for separate approval.

You will receive a response from the ARC within 30 days of ARC's receipt of this completed application.

Please print

Property Owner Name _____ Daytime Ph. () _____
Street Address _____ Mission Viejo, CA
Proposed Dates: Starting _____ Completion: _____
Brief description of project: _____

Please check all areas that apply:

| <u>Improvement Area</u> | <u>Reference AC&Rs</u> | <u>Approved</u> | <u>Denied</u> |
|---|-----------------------------------|------------------------|----------------------|
| _____ Block / Brick Wall | C, D, E, F, G, H, I | _____ | _____ |
| _____ Driveway | C, D, F, G, H, I | _____ | _____ |
| _____ Fence and/or Gate – Wood | C, D, E, F, G, H, I | _____ | _____ |
| _____ Fence and/or Gate – Wrought Iron | A, C, D, E, F, G, H, I | _____ | _____ |
| _____ Front Door(s) | G, H, I | _____ | _____ |
| _____ Garage Door | G, H, I | _____ | _____ |
| _____ Irrigation / Drainage System | C, D, F, G, H, I | _____ | _____ |
| _____ Landscaping / Plant Material | C, D, F, G, H, I | _____ | _____ |
| _____ Painting Exterior | G, H, I | _____ | _____ |
| _____ Patio / Planters (hardscape) | B, C, D, F, G, H, I | _____ | _____ |
| _____ Patio Cover | G, H, I | _____ | _____ |
| _____ Pool | G, H, I | _____ | _____ |
| _____ Re-roofing | G, H, I | _____ | _____ |
| _____ Room Addition | C, D, E, G, H, I | _____ | _____ |
| _____ Spa | G, H, I | _____ | _____ |
| _____ Walkway(s) | F, G, H, I | _____ | _____ |
| _____ Windows | G, H, I | _____ | _____ |
| _____ <i>Other (List item and check):</i> | _____ | _____ | _____ |
| _____ Solar | G, H, I | _____ | _____ |
| _____ | G, H, I | _____ | _____ |

For ARC use only:

Conditions of Approval, if any _____

Explanation for items denied _____

ARC Member _____

Date _____

**FORM MUST BE FILLED
OUT COMPLETELY FOR
PERMIT APPROVAL**

NEIGHBOR AWARENESS FORM

Community Development Department

City of Mission Viejo

200 Civic Center

Mission Viejo, CA 92691

Questions regarding this form: 949/470-3074

Chapter 9.43, of the City of Mission Viejo Municipal Code pertaining to architectural and design review provides that no person shall construct any dwelling, accessory building, or structures, improvements, patio covers, roofs, balconies, decks, porches, terraces, exterior steps or stairways, walls, fences, antennas, spas, swimming pools, or make any additions to, or modify any structure, or install a new roof on any structure, on any property in a residential zone in the City unless the resulting construction is found to be compatible with the neighborhood within which it is located. Excerpts from the Municipal code pertaining to this matter are found on the backside of this form.

Tract/Lot: _____

I, _____ am requesting a permit to modify my real property at
(Homeowners' Name)

_____ in the following manner:
(Number and Street Name)

(Building Permit Reason)

The following shall be completed and signed by the **PROPERTY OWNERS** on either side (2), and a front or back neighbor depending upon the improvement(s) (1), prior to submittal for a City of Mission Viejo building permit:

I,

PROPERTY OWNER

Print Name

Signature

Address

Daytime Phone No.

Home Phone No.

Date

Tract/Lot:

PROPERTY OWNER

Print Name

Signature

Address

Daytime Phone No.

Home Phone No.

Date

Tract/Lot:

PROPERTY OWNER

Print Name

Signature

Address

Daytime Phone No.

Home Phone No.

Date

Tract/Lot:

am aware of and consent to the above-described residential property improvement(s) at my neighbor's property.

CHAPTER 9.43 of the Mission Viejo Municipal Code
ARCHITECTURAL AND DESIGN REVIEW

9.43.005 PURPOSE AND INTENT

The regulations of this Chapter only apply to matters requiring a City Building Permit with the exception of amateur radio station antennas. The purpose of this Chapter is to preserve the natural scenic character of the City. Minimum standards are established relating to the siting and massing of either a new structure or a remodeled structure in an existing neighborhood to ensure, to the greatest extent practicable, that the resulting structures are compatible with the neighborhoods within which they are located. The intent of this Chapter is to regulate the development or redevelopment of each building site with respect to adjacent land, public or private, and existing structures so as to maximize visually pleasant relationships, ensure a bright, open neighborhood with a maximum of light and air, and avoid the unpleasant appearance of crowding one structure against another, or of one structure towering over another, insofar as is reasonable and practical. It is not the intent to restrict or regulate the right of an individual property owner to determine the type of structure or addition he or she may wish to place or modify on the parcel. It is the intent, however, to ensure that the new or modified structure does not impact adjacent property owners or the compatibility of structures in the neighborhood. The regulations in this Chapter are in addition to the other regulations/ordinances of the City, and, where in conflict, the more restrictive regulations shall apply.

9.43.010 COMPATIBILITY IN RESIDENTIAL ZONES

No person shall construct any dwelling, accessory building, or structures, improvements, patio covers, roofs, balconies, decks, porches, terraces, exterior steps or stairways, walls, fences, antennas, spas, swimming pools, or make any additions to, or modify, any structure, or install a new roof on any structure, on any parcel in a residential zone in the City for which a building permit is required unless the resulting construction is found to be compatible with the neighborhood within which it is located. The design criteria and review processes contained in this Chapter are provided to protect and maintain the established character of all residential neighborhoods within the City.

9.43.015 OBJECTIVES

In order to maintain neighborhood compatibility, any proposal for construction within a residential zone shall comply with the following objectives:

- (a) Natural Amenities
Improvements to residential property shall respect and preserve, to the greatest extent practicable, the natural features of the land, including the existing topography and landscaping.
- (b) Neighborhood Character
Proposals shall be reasonably compatible with the existing neighborhood character in terms of the scale of development of surrounding residences, particularly those within 300 feet of the proposed development parcel boundaries. While many elements can contribute to the scale of a residential structure, designs should minimize the appearance of over or excessive building substantially in excess of existing structures in the neighborhood. The square footage of the structure and the total lot coverage should reflect the uncrowded character of the City and the respective neighborhood. The height of the structures shall maintain, to the extent reasonably practicable, consistency with the height of structures on neighboring parcels.
- (c) Privacy
Design proposals shall respect to the extent reasonably practicable the existing privacy of adjacent parcels by maintaining an adequate amount of separation between the proposed structure and adjacent parcels, and the design of balconies, decks, and windows should respect the existing privacy of adjacent parcels.
- (d) Views
Designs should consider, to the extent reasonably practicable, neighbor's existing views.

9.43.020 PROCESS

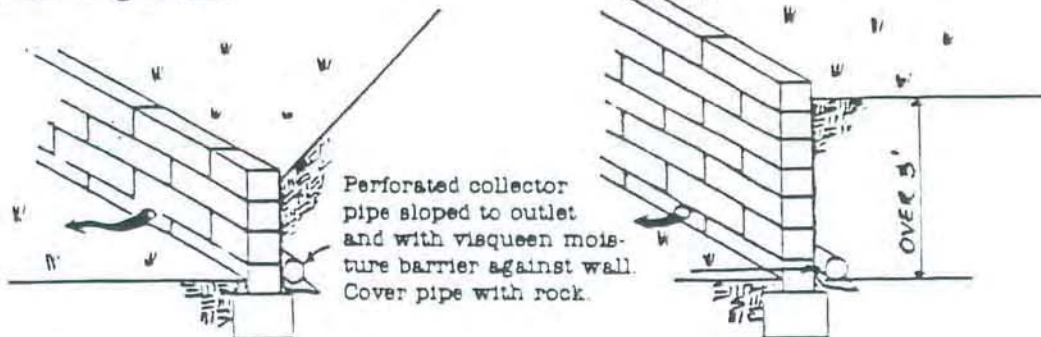
The following requirements shall apply to all proposals for construction of new, or modification of, or addition to existing structures, for all residential parcels.

- (a) Application
An application for Architectural Review shall be made to the Director on forms furnished by the Director and accompanied by plans showing the effect of the proposed work upon visual relationships with other parcels, existing structures, or land adjacent to or within 300 feet of the proposed work, and any other information the Director may require. The application shall be accompanied by the required fees pursuant to Chapter 9.55 (Applications and Fees).
- (b) Review by Homeowner Association
An application, involving a parcel regulated in part by a homeowner association referred to in the Conditions, Covenants and Restrictions (CC & R's) for said parcel, shall be submitted to the architectural review committee of the homeowner association for review. In the event the homeowner association does not have an active or established architectural review committee, the Director shall review the application.
- (c) Non-Homeowner Association Parcels
An application for Architectural Review for a parcel which is located in an area which does not have a homeowner association identified in the CC&R's for said parcel shall be submitted to the Director for review.
- (d) Submission to Adjoining Property Owners
If, in the opinion of the Director, a proposed improvement would directly impact a neighboring parcel, the applicant shall submit the application for Architectural Review to the owner of the adjoining parcel for review and comment.
- (e) Approvals
In the event that an architectural review committee or its designated representative, the Director, and all adjoining property owners, if any, approve of the proposed improvement and file written consent(s) thereto within 60 days of submission, the application shall be deemed approved and the proposed improvement can be submitted to plan check, if required. Failure to act on the proposed improvement within the 60 day period shall be deemed approved by the entity or person to whom the proposed improvement was submitted. The Director may grant an extension of time to an architectural review committee if good cause is shown and the request is made in writing. It shall be the responsibility of the applicant to submit to the Director written evidence showing the initial submittal date of plans to the architectural review committee and adjoining property owners.
- (f) Referral to Commission
In the event that a proposed improvement is disapproved by an architectural review committee, the Director, or any adjacent property owner, the architectural review application shall be submitted to the Commission for review and determination. The Director shall set the application for public hearing and shall give notice of the time and place of the hearing pursuant to the provisions of Chapter 9.56 (Hearings and Appeals). The Commission may approve, approve with conditions, or disapprove the application and shall render its decision within 30 days after the conclusion of its hearing. The decision of the Commission shall be final unless appealed to the Council.
- (g) Appeal of Decision to Council
Any interested party may, within 15 days after the decision of the Commission, appeal the decision to the Council. The appeal shall be filed with the City Clerk on a form prescribed by the Council, accompanied by payment of the fee pursuant to Chapter 9.55 (Applications and Fees), and shall include the reasons for the appeal. The City Clerk shall set the appeal for public hearing and give notice of the time and place of the hearing pursuant to the provisions of Chapter 9.56 (Hearings and Appeals). The Council may approve, approve with conditions, or disapprove the application and shall render its decision within 30 days of the conclusion of the hearing. The resolution shall contain the Council's findings. The City Clerk shall mail a copy of the resolution to the applicant and the decision of the Council shall be final.

**** NOTICE:** THIS IS BEING SENT TO ALL PINECREST HOMEOWNERS AS A REMINDER OF HOMEOWNER RESPONSIBILITY, AS PER THE CC&RS; ARTICLE X, SECTION 10.14.

Masonry Walls

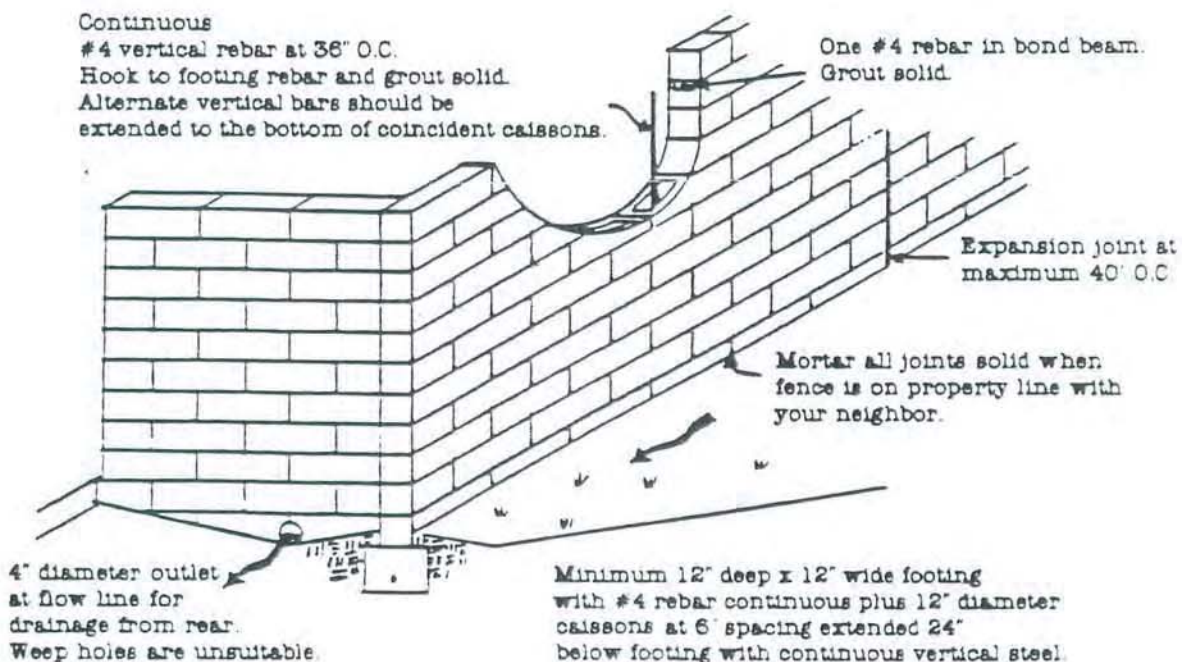
Retaining Walls



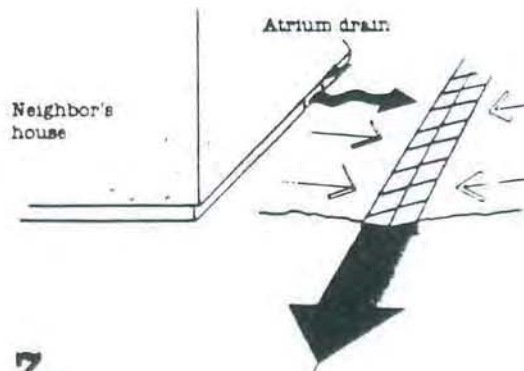
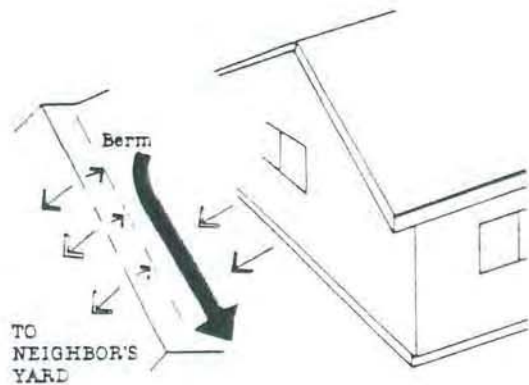
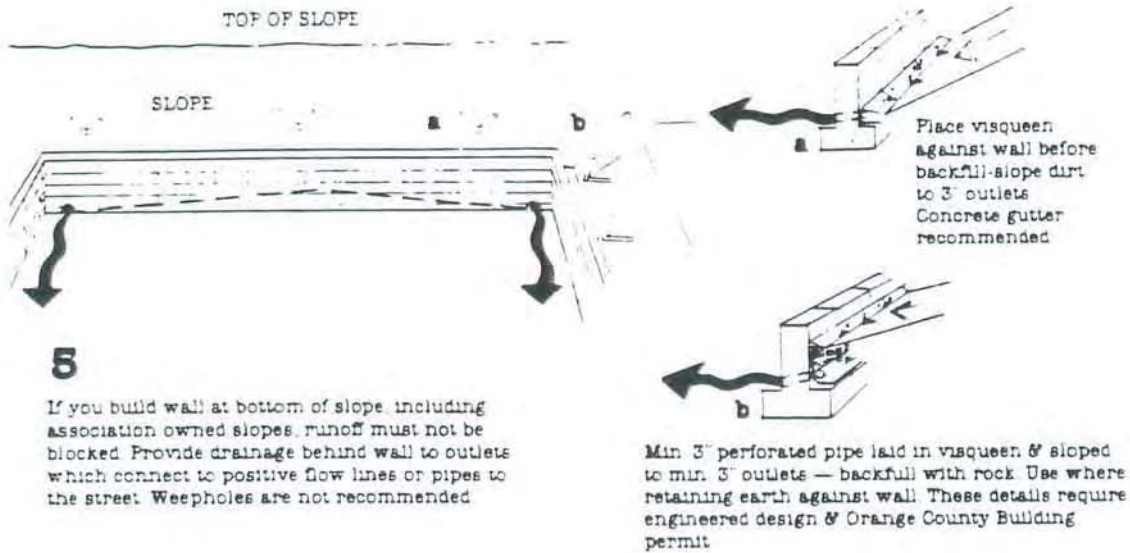
Walls which retain earth at the bottom of a slope or more than 3 feet on the level as above, require structural design by a registered civil engineer and permit and inspection by Orange County Building and Safety. Note, this design may not include the design for a drainage system but proper drainage is critical, therefore, proper design and installation of drainage improvements similar to those suggested above must be provided. Weep holes allow oversaturation of the lower level and should not be used.

Minimum Requirements for Masonry Walls Which Do Not Retain Earth.

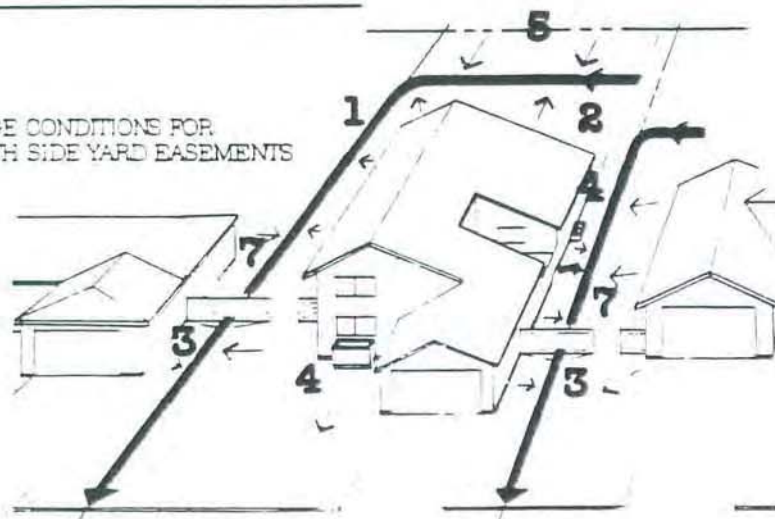
Walls which do **not** retain earth as outlined above in the Retaining Wall description should be constructed to the minimum standards outlined below.

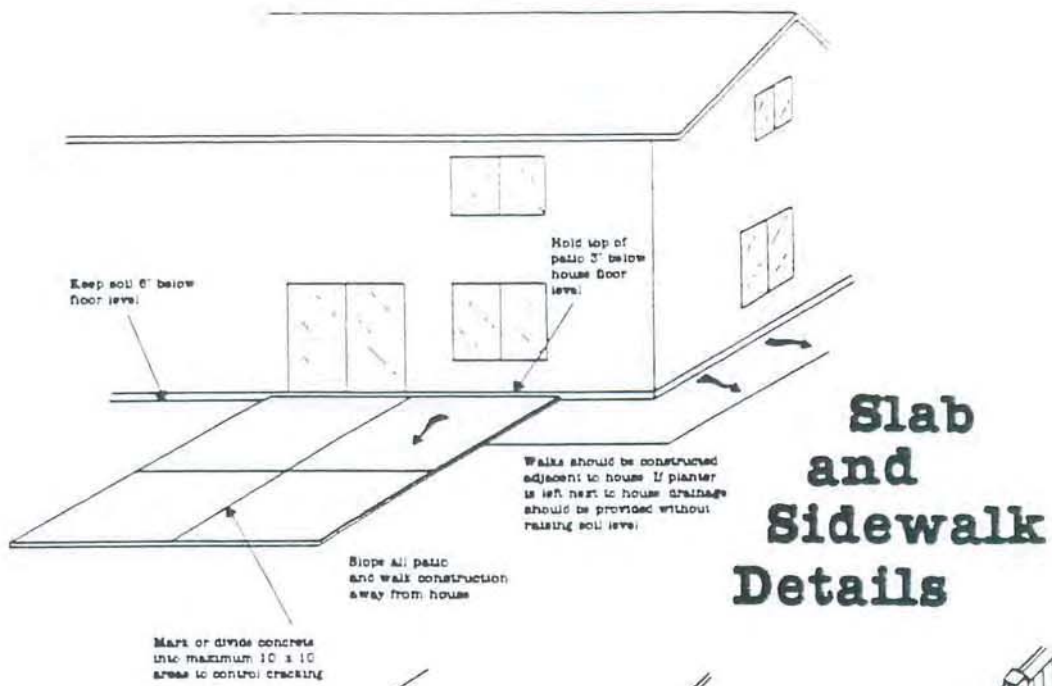


Details

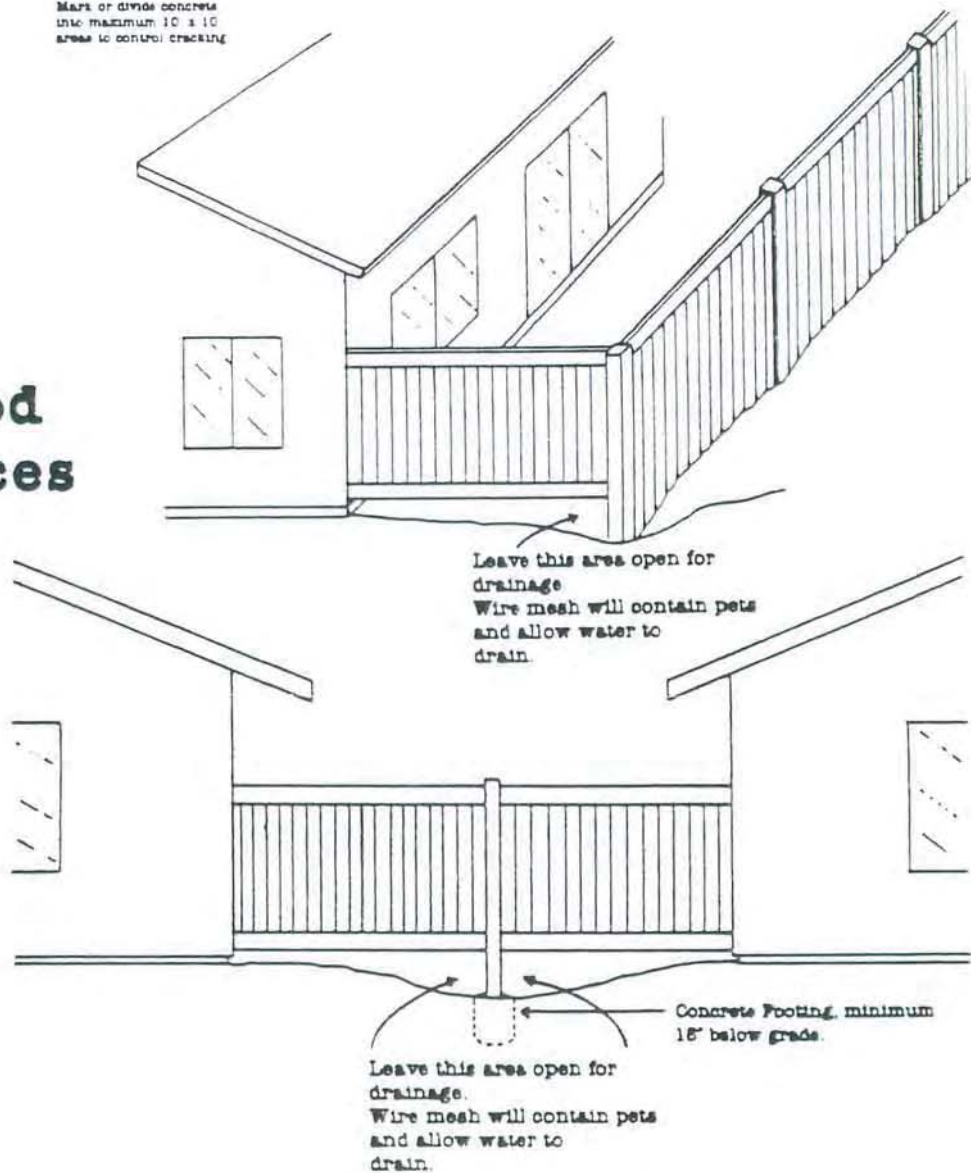


TYPICAL DRAINAGE CONDITIONS FOR PATIO HOMES WITH SIDE YARD EASEMENTS

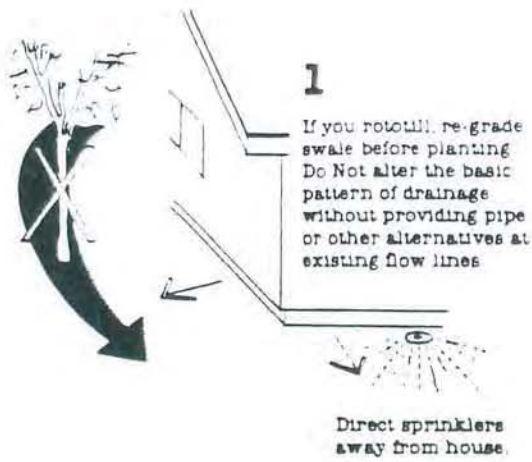




Wood Fences

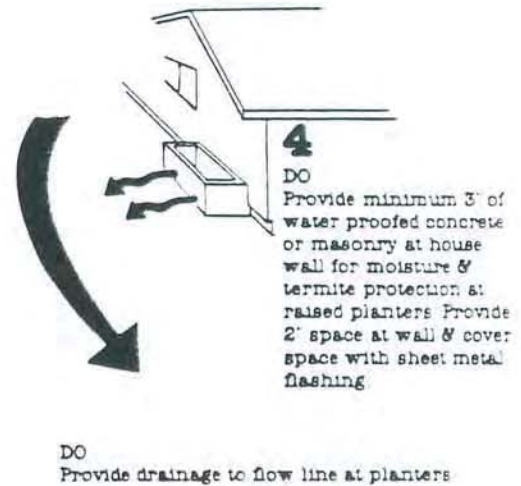
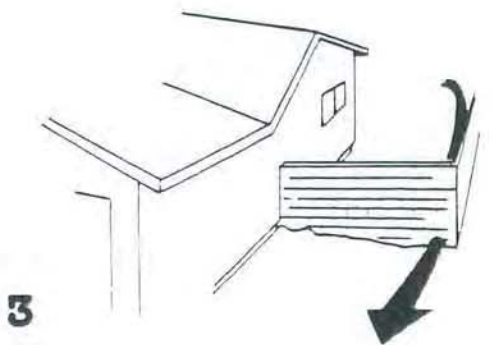
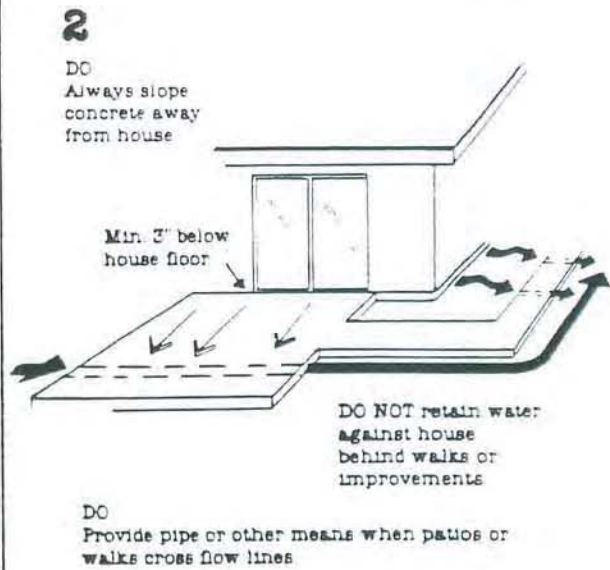


Drainage

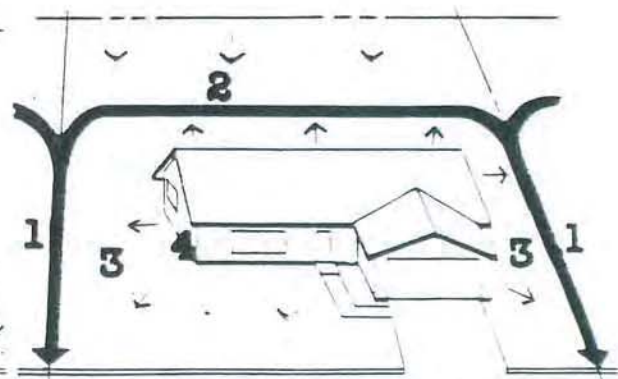
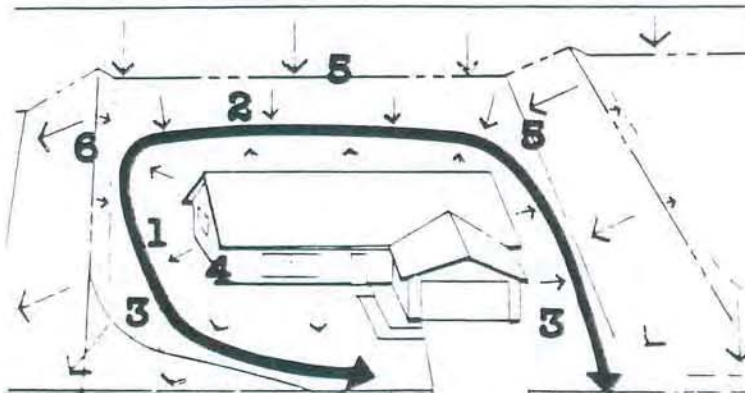


DO NOT
Plant trees shrubs in flow lines

DO
Keep soil approx. 6" below floor level & sloped away from house



C



**CITY OF MISSION VIEJO
BUILDING SERVICES DIVISION**

**OWNER-BUILDER
VERIFICATION**

The City of Mission Viejo which is required to give notice pursuant to section 19830, shall attach to such notice, and, as a condition precedent to issuing a building permit, requires the completion and require the return of, an OWNER-BUILDER VERIFICATION.

ATTENTION PROPERTY OWNERS:

An "OWNER-BUILDER" building permit has been applied for in your name and bearing your signature for job address _____ Building Permit No. _____

Please complete and return this information at your earliest opportunity to avoid unnecessary delay in processing and issuing your building permit.

NO BUILDING PERMIT WILL BE ISSUED UNTIL THIS VERIFICATION IS RECEIVED.

1. I personally plan to provide the major labor and materials for construction of the proposed improvement.
Yes _____ No _____
2. I (have / have not) _____ signed an application for a building permit for the proposed work.
3. I have contracted with the following person / firm to provide the proposed construction.
Name _____
Address _____
Phone _____ Zip _____
4. I plan to provide portions of the work, but I have hired the following person to coordinate, supervise and provide the major work.
Name _____
Address _____ Zip _____
Phone _____ Contractor's Class & license # _____
5. I will provide some of the work but I have contracted (hired) the following persons to provide the work.

| NAME | ADDRESS | PHONE | TYPE OF WORK |
|------|---------|-------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |

6. I have reviewed building permit number _____, and have determined that the improving structures and/or appurtenances described therein may be constructed by my tenant pursuant to his/her lease.

I hereby affirm that I have received a copy of the information set forth in Section 19830 of the State of California Health and Safety Code and have completed the above information to the best of my personal knowledge, in compliance with this State law.

Signature of Applicant or Agent

Date

Print Applicant's or Agents Name

C.D.L.# or S.S.#

**CITY OF MISSION VIEJO
BUILDING DEPARTMENT**

Section 19830 of the State of California Health and Safety Code

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified.

For your protection you should be aware that as "owner builder" you are the responsible party of record on such a permit. Building permits are not required to be signed by property owners unless they are personally performing their own work. If your work is being performed by someone other than yourself, you may protect yourself from possible liability if that person applies for the proper permit in his or her name.

Contractors are required by law to be licensed and bonded by the State of California and to have a business license from the city or county. They are also required by law to put their license number on all permits for which they apply.

If you plan to do your own work, with the exception of various trades that you plan to subcontract, you should be aware of the following information for your benefit and protection.

- If you employ or otherwise engage any persons other than your immediate family, and the work (including materials and other costs) is \$200.00 or more for the entire project, and such persons are not licensed as contractors or subcontractors, then you may be an employer.
- If you are an employer, you must register with the state and federal government as an employer and you are subject to several obligations including state and federal income tax withholding, federal social security taxes, workers' compensation insurance, disability insurance costs, and unemployment compensation contributions.
- There may be financial risks for you if you do not carry out these obligations, and these risks are especially serious with respect to workers' compensation insurance.
- For more specific information about your obligations under federal law, contact the internal Revenue Service (and, if you wish, the U.S. Small Business Administration). For more specific information about your obligations under state law, contact the Department of Benefit Payments and the Division of Industrial Accidents.
- If the structure is intended for sale, property owners who are not licensed contractors are allowed to perform their work personally or through their own employees, without a licensed contractor or subcontractor, only under limited conditions.
- A frequent practice of unlicensed persons professing to be contractors is to secure an "owner builder" building permit, erroneously implying that the property owner is providing his or her own labor and material personally. Building permits are not required to be signed by property owners unless they are performing their own work personally.
- Information about licensed contractors may be obtained by contacting the Contractor's State License Board in your community or at P.O. Box 26000, Sacramento, California, 95826.
- Please sign the owner-builder verification form so that we can confirm that you are aware of these matters. The building permit will not be issued until the verification is returned.

Very truly yours,
City of Mission Viejo
Building and Safety Department

FORM MUST BE FILLED
OUT COMPLETELY FOR
EACH CONTRACTOR

CONTRACTOR INFORMATION FORM

HOMEOWNER _____ ASSOCIATION _____

ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

NAME OF CONTRACTOR _____

ADDRESS OF CONTRACTOR _____

PHONE NUMBER _____ FAX NUMBER _____

CSLB LICENSE # _____ CONTACT PERSON _____

NAME OF CONTRACTOR _____

ADDRESS OF CONTRACTOR _____

PHONE NUMBER _____ FAX NUMBER _____

CSLB LICENSE # _____ CONTACT PERSON _____

NAME OF CONTRACTOR _____

ADDRESS OF CONTRACTOR _____

PHONE NUMBER _____ FAX NUMBER _____

CSLB LICENSE # _____ CONTACT PERSON _____

Use Additional Sheets If Necessary.