

# The Lakes Homeowner's Association Architectural Review Request

Homeowner's Name: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Instructions:

1. Consult the Master Declaration of Covenants, Conditions and Restrictions (CC&R's). See Exhibits A & B, attached.
2. Provide details on attached sheets (sketches, drawings, photos, catalog info, illustrations, architectural plans, material used, paint color sample, type of project, etc.).
3. A copy of the builder's plot map or a drawing to scale is required. Show the exact location of your proposed project. Include the size (height, width, depth). Map sources: General: <http://maps.google.com/> (use satellite view). Lot dimensions: north side: <http://assessor.slocounty.ca.gov/asrmap/049032.PDF>. south side: <http://assessor.slocounty.ca.gov/asrmap/049031.PDF>
4. Indicate the length of time needed to complete the project from the date of approval.
5. Submit FIVE (5) copies of this form and of other required and supporting documents to:  
The Lakes Homeowner's Association  
Attn: Architectural Control Committee (ACC)  
c/o: Mark IV Property Management Systems  
5735 El Camino Real  
Atascadero, CA 93422
6. Describe a summary of the proposed project and usage below. Provide a detailed description on additional sheets.

Summary: \_\_\_\_\_

\_\_\_\_\_

7. Show confirmation that you have communicated your Architectural Review Request, plan and supporting documents with all adjacent property owners plus other neighbors who can see the project (only lot owners, not renters).

Name	Address	Signature of Acknowledging Property Owner
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Conditions and Agreement  
In submitting this agreement, I agree to comply with the rules and procedures set forth within The Lakes' CC&Rs, including Article VIII.

9. Dates Received	<i>b. Date Received by the ACC chair (30 day review process begins):</i>
<i>a. Date Received by MARK IV:</i>	

HOMEOWNER'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

COMMITTEE RECOMMENDATION \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved Date: \_\_\_\_\_

BOARD DECISION: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved Date: \_\_\_\_\_

Reason (if disapproved):  
\_\_\_\_\_

BOARD MEMBER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

## Exhibit A: “Additions to a Home” -- Improvement and Design Plans for Submittal Requirements

### Architectural Review Requests must include:

1. Application form completed and signed by owner
2. Project documentation including:
  - a. Floor Plan - dimensioned
  - b. Roof Plan - dimensioned
  - c. Elevations - dimensioned
  - d. Site Plan – dimensioned
3. Specific information that must be provided includes, but is not necessarily limited to:
  - a. Nature – What is the building going to be used for?
  - b. Kind – What type of construction? (i.e. Masonry, stud framing, concrete tilt-up, etc.)
  - c. Shape – Floor Plans, Roof Plans and Exterior Elevations shall be submitted and be full noted and dimensioned
  - d. Color – Stucco, trim, roofing material, etc., shall be noted on the plans and elevations as to color. (These colors are required to match the existing residence)
  - e. Size – The plans and elevations shall be dimensioned
  - f. Materials – All finishes including, but not limited to, stucco, roofing, trim, doors and window frames shall be clearly called out on the plans and elevations.
  - g. Location – A Site Plan shall be drawn to scale and clearly identifying the proposed structures location including dimensions and relation to surrounding structures
4. Per Section 7.1 Land use and Building Type
  - a. What is the intended use of the project?
5. Per Section 7.1(1) Trees, Shrubs and Plantings
  - a. All plants, trees and shrubs shall be identified, noted on the site plan and meet the conditions of this section
6. Per Section 7.5 Temporary Structures, Boats, Commercial Vehicle and Recreational Vehicle Restrictions:
  - a. Is the proposed project a Temporary structure?
7. Per Section 7.9 – Antennas:
  - a. The Board may make a judgment rule for any application including apparatus or equipment as described in Section 7.9
8. Per Section 7.11 Unobstructed Access
  - a. The proposed project shall be evaluated to determine whether the project or its access obstructs any existing ingress and egress.
9. Per Section 7.16 Site Improvements and Design Criteria
  - a. Sub-Section 7.16(1)
    - i. Replacement and/or construction of fences and/or walls shall meet the requirements a stated in Section 7.16(1)
  - b. Sub-Section 7.16(3) Wood Burning Appliances
    - i. wood burning appliance shall comply with Sub-Section 7.16(3)
  - c. Sub-Section 7.16(4)
    - i. Drilling of any kind is prohibited – (No water wells)
  - d. Sub-Section 7.16(6) Roofing Materials
    - i. Roofing Materials shall be Class A roofing as defined by the UBC. Class A Roofing includes:
      - a) Brick
      - b) Tile
      - c) Clay
      - d) Metal
      - e) Concrete
      - f) Slate
      - g) Asphalt
      - h) Fiber-cement.
    - ii. (ROOFING MATERIAL AND STYLE MUST MATCH ROOFING MATERIAL ON EXISTING RESIDENCE PER SECTION 8.1)
    - iii. Exterior finishes shall be non-combustible. Non-combustible materials include but are not limited to:
      - a) Stucco
      - b) Hardi Plank.
    - a. (EXTERIOR FINISH AND STYLE MUST MATCH EXTERIOR FINISH ON EXISTING RESIDENCE PER SECTION 8.1)

## Exhibit B: “Secondary Structures” -- Improvement and Design Plans for Submittal Requirements

### Architectural Review Requests must include:

1. Application form completed and signed by owner
2. Project documentation including:
  - a. Floor Plan - dimensioned
  - b. Roof Plan - dimensioned
  - c. Elevations - dimensioned
  - d. Site Plan – dimensioned
3. Specific information that must be provided includes, but is not necessarily limited to:
  - a. Nature – What is the building going to be used for?
  - b. Kind – What type of construction? (i.e., Masonry, stud framing, concrete tilt-up, etc.)
  - c. Shape – Floor Plans, Roof Plans and Exterior Elevations shall be submitted and be full noted and dimensioned
  - d. Color – Stucco, trim, roofing material, etc., shall be noted on the plans and elevations as to color. (These colors are required to match the existing residence)
  - e. Size – The plans and elevations shall be dimensioned
  - f. Materials – All finishes including, but not limited to, stucco, roofing, trim, doors and window frames shall be clearly called out on the plans and elevations.
  - g. Location – A Site Plan shall be drawn to scale and clearly identifying the proposed structures location including dimensions and relation to surrounding structures
4. Per Section 7.1 Land use and Building Type
  - a. What is the intended use of the project?
5. Per Section 7.1(1) Trees, Shrubs and Plantings
  - a. All plants, trees and shrubs shall be identified, noted on the site plan and meet the conditions of this section
6. Per Section 7.5 Temporary Structures, Boats, Commercial Vehicle and Recreational Vehicle Restrictions:
  - a. Is the proposed project a Temporary structure?
7. Per Section 7.9 – Antennas:
  - a. The Board may make a judgment rule for any application including apparatus or equipment as described in Section 7.9
8. Per Section 7.11 Unobstructed Access
  - a. The proposed project shall be evaluated to determine whether the project or its access obstructs any existing ingress and egress.
9. Per Section 7.16 Site Improvements and Design Criteria
  - a. Sub-Section 7.16(1)
  - b. Replacement and/or construction of fences and/or walls shall meet the requirements a stated in Section 7.16(1)
  - c. Sub-Section 7.16(3) Wood Burning Appliances
    - i. wood burning appliance shall comply with Sub-Section 7.16(3)
  - d. Sub-Section 7.16(4)
    - i. Drilling of any kind is prohibited – (No water wells)
  - e. Sub-Section 7.16(6) Roofing Materials
    - i. Roofing Materials shall be Class A roofing as defined by the UBC. Class A Roofing includes:
      - a) Brick, b) Tile, c) Clay, d) Metal, e) Concrete, f) Slate, g) Asphalt, h) Fiber-cement.
      - i). (ROOFING MATERIAL AND STYLE MUST MATCH ROOFING MATERIAL ON EXISTING RESIDENCE PER SECTION 8.1)
    - ii. Exterior finishes shall be non-combustible. Non-combustible materials include but are not limited to:
      - a) Stucco, b) Hard Plank
        - i. (EXTERIOR FINISH AND STYLE MUST MATCH EXTERIOR FINISH ON EXISTING RESIDENCE PER SECTION 8.1)
10. Does the exterior design and detailing match the existing residence?
  - a. Stucco type and finish – must be noted on the plans and elevations
  - b. Roof pitch – must be noted on the plan “roof pitch to match existing”
  - c. Gable and/or hip roofs – (The “Standard” style in this community has no gable ends.)
  - d. Roof material type and color - must be noted on the plan “roofing material to match existing”
  - e. Window type, style and frame color – a note is sufficient “windows and glazing to match residence”
  - f. Trim type, style and color - a note on the plan and/or elevations is sufficient
11. Project scale
  - a. Dimensions on the elevations should indicate the height of the proposed structure and whether it is taller than the existing residence
12. Location of proposed structure
  - a. Evaluation of the proposed structure shall be based on the topography as related to existing residence. (Structures on elevated mounds or partially sub-grade are prohibited)
  - b. Physical location of the proposed structure shall be shown in a Site Plan and clearly dimensioned.