

# California Riviera Homeowners Association ("CRHOA"/ the "Association")

## MAJOR PROJECT APPLICATION

(Demolition, New Construction, Remodels, Additions, Any exterior alterations or the Addition of an Accessory Structure)

DATE: \_\_\_\_\_

Construction Site Address: \_\_\_\_\_

LOT/BLOCK/TRACT NO. \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Owner(s) Permanent Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Owner(s) Address During Construction: \_\_\_\_\_

Description of Proposed Construction: \_\_\_\_\_

Construction start date: \_\_\_\_\_ Completion date: \_\_\_\_\_ Has L.A. Building Permit been obtained? \_\_\_\_\_

Name of Architect or Third-Party Authorized Contact Person: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### THE FOLLOWING IS UNDERSTOOD AND AGREED TO BY OWNER(S)/APPLICANT(S):

1. An increase of the existing structure's square footage by 50% or more, or alteration or demolition of more than 50% of the existing exterior walls, requires that all elements of the property (including hedges, fences, walls and gates, pool, HVAC and other equipment) be brought into conformance with the current Architectural Guidelines.
2. Substantial construction with intent to diligently complete the job must begin within one (1) year from the date of approval. Otherwise, the approval expires unless an extension is requested in writing and granted.
3. A set of plans stamped approved by the CRHOA must be kept on the job site for inspection by the Association's representatives and/or any interested owner(s) of property in the tracts.
4. Any deviation from or alteration to the approved drawings and specifications, during construction or at any time, thereafter, renders the approval null and void. Any deviation from the Architectural Guidelines must be specifically noted and called out in the submission package.
5. The Architectural Review Committee\* ("ARC") shall have the right, but not the obligation, to periodically inspect the project without prior notice. Owner understands that no such inspection does not relieve the owner of the duty to comply with the Association's Architectural Guidelines and with all applicable Building & Fire Codes.
6. Unless the approved drawings and specifications show the location of, and specifications for, fences, walls, gates, hedges, exterior lighting and other hardscaping and landscaping, and/or other structures of any kind, you are required to submit drawings and specifications in duplicate (and the appropriate fee) and obtain CRHOA written approval before constructing or installing any or all of them.
7. Upon completion of framing, a survey must be submitted showing the elevations of the first floor, roof and top of structure. Upon substantial completion of the project, an updated survey must be submitted showing completed work, hardscape, top of roof elevation, first floor elevation and CRHOA datum.
8. Neither the ARC's consent to the Project nor any inspection of it shall give rise to any liability by the Association, the ARC, or its representatives. Owner agrees to indemnify, hold harmless and defend the Association, its officers, directors, ARC members, employees, consultants and agents from claims arising from the Project or its approval or inspection by the ARC.

**ALTERNATIVE DISPUTE RESOLUTION:** Unless the parties agree to arbitration or mediation as provided for in Civil Code §1354, any dispute involving enforcement or interpretation of the Association's Governing Documents or which arises in connection

\*Referred to as Art Jury in the CC&Rs and other governing documents of the Association

with the management or operation of the Association shall be heard by a judicial reference ("Referee") without a jury pursuant to the provisions of Section 638 of the Code of Civil Procedure. If the parties cannot agree on a Referee, one shall be appointed by the Court in accordance with Section 640 of the Code of Civil Procedure. All issues shall be determined in compliance with the judicial rules, statutory and decisional law, and rules of evidence of the State of California. Discovery shall be limited to depositions and requests for the inspection, production and copying of documents. Depositions may be taken by either party upon seven (7) days' written notice. Requests for production or inspection of documents shall be responded to within ten (10) days after service. The cost of the Referee shall be shared equally between the parties. However, the prevailing party shall be entitled to reasonable attorneys' fees and costs. The judgment shall be subject to all post-trial procedures and appeals.

**SIGNATURE OF OWNER(S) REQUIRED:**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**SIGNATURE OF SUBMITTER:**

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

Print Name: \_\_\_\_\_ Relationship to Owner: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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**For Office Use Only:** Submittal received by: \_\_\_\_\_ Date: \_\_\_\_\_

## REQUIREMENTS AND PROCESS

Submit the required fee, the application signed by the owner(s), two (2) complete sets 18x24 or 24x36; one (1) set reduced to 11"x17" of drawings and 1 set in a scalable Adobe PDF. format of drawing specifications and other materials in sufficient detail to demonstrate that the Architectural Guidelines are satisfied.

**How to Submit:** Please check our website at [www.rivierahomeowners.com](http://www.rivierahomeowners.com), for review deadline dates, drop-off addresses, Architectural Guidelines and other helpful information or call PMP Management at (310) 694-0600.

**Please refer to the following requirements:**

1. [Architectural Guidelines](#)
2. [ADU Addendum](#)
3. [Survey Requirements](#)
4. [Plan Submittal Checklist](#)

| <b>Fee Schedule (non-refundable)</b>                                            | <b>Project by SF<br/>Due Paying Members</b> | <b>Project by SF<br/>Non-Due Paying<br/>Members</b> |
|---------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------|
| Major project initial submittal (include basement)                              | \$1.25                                      | \$1.50                                              |
| Major project submitted <u>after</u> start of construction                      | \$1.50                                      | \$1.75                                              |
| Re-submittal of major project due to nonconformance or insufficient information | 25% of initial fee                          | 25% of initial fee                                  |
| Expedited Architect Review of major project                                     | \$1.50                                      | \$1.75                                              |
| Expedited Architect Review submitted <u>after</u> start of construction         | \$1.75                                      | \$2.00                                              |

## APPLICATION WORKSHEET

(Must be submitted with Application)

**NOTE: An increase of the existing structure's square footage by 50% or more, or an alteration or demolition of more than 50% of the existing exterior walls, requires that all elements of the property (including hedges, fences, walls, gates and other landscaping and hardscaping, and pool, HVAC and other equipment) be brought into conformance with the current Architectural Guidelines.**

Construction Site Address: \_\_\_\_\_

(Lot/Block/Tract): \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Do you intend to seek a city variance on this job? Yes \_\_\_ No \_\_\_ If yes, explain: \_\_\_\_\_

\_\_\_\_\_

**Note: A city variance does not supersede the CC&Rs.**

Calculate the 'Buildable' Lot Area (Must provide a survey with 'Buildable' Lot Area calculation to confirm this):

What is the total square footage of the lot, including setbacks: \_\_\_\_\_

Minus the square footage of the lot that has a slope of 2:1 or greater: \_\_\_\_\_

The 'Buildable' Lot Area is: \_\_\_\_\_

*The numbering on this worksheet corresponds to the paragraph numbers of the Architectural Guidelines.*

1. Describe the roofing materials, weight and color (brochure appreciated): \_\_\_\_\_

Please include the manufacturer's brochure. Please do not submit a sample, unless requested.

2. Architectural Character is evaluated by ARC. We look for compatibility with neighborhood, articulation and architectural detail.

3. Are skylights or solar panels visible from the street or public places? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Camouflaging of unacceptable architectural design elements is not allowed.

5. Landscaping will be evaluated by the ARC. Will the landscaping be changed? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Building Envelope:

a. What is your required front yard setback, per the CC&Rs: \_\_\_\_\_

What is your actual front yard setback: \_\_\_\_\_

b. What is your required rear yard setback, per the CC&Rs: \_\_\_\_\_

What is your actual rear yard setback: \_\_\_\_\_

Outbuildings and detached garages are evaluated by the ARC. They are limited to 30 feet wide, 21 feet deep, 13 feet high at the highest point, detached from the house by 10 feet, constructed clear of the required setbacks.

None being built \_\_\_\_\_ Conforms \_\_\_\_\_

c. Side yard setbacks are 10 feet on all properties within the CRHOA.

What is your actual side yard setback?: \_\_\_\_\_ Right Side: \_\_\_\_\_ Left Side: \_\_\_\_\_

Are there any appurtenances, such as air conditioning condensers, electrical cabinets, pool equipment, bay or pop-out windows, water heaters, chimneys, barbecues, built-in seating or fireplace within the setback? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there a basement? Yes \_\_\_ No \_\_\_ Is any portion of it in a setback area? Yes \_\_\_\_\_ No \_\_\_\_\_

d. Building height is limited to 2 stories, 22 feet high at setback lines, extending upwards from the front and rear at a 6:12 pitch and from the sides at an 8:12 pitch, as measured from the datum elevation. Conforms on all sides: Yes \_\_\_ No \_\_\_

Is the chimney more than 2 feet higher than the defined maximum center height? Yes \_\_\_ No \_\_\_

Are there any other appendages on the roof which extend above the maximum center height? Yes \_\_\_ No \_\_\_

e. What height reference datum elevation are you using? \_\_\_\_\_. Please make sure it shows on the plans as all measurements which apply are referenced from the datum elevation. Provide a survey to see if house is greater than 18'-0" high.

What is the elevation of the first floor? \_\_\_\_\_

f. Maximum building height is as follows:

28' for lots 9,000 square feet in area and under;

30' for lots above 9,000 square feet, but not more than 15,000 square

feet; 32' for lot area more than 15,000 square feet.

Your buildable lot area as computed above is \_\_\_\_\_

What is your maximum building height as measured from datum elevation? \_\_\_\_\_

g. Is the building envelope shown on the sections and elevations? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Is the pitch of your roof less than 3" in 12" for more than 25% of the total surface? Yes \_\_\_\_\_ No \_\_\_\_\_

Is any flat roof visible from the street? Yes \_\_\_\_\_ No \_\_\_\_\_ Is any equipment located on the roof? \_\_\_\_\_ If so, what? \_\_\_\_\_

If equipment on roof, is it visible from the street or any neighboring property? \_\_\_\_\_ How is it screened? \_\_\_\_\_

8. Are there any antennae, satellite dishes, tower facilities or other broadcast receiving or transmitting devices? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe and how screened: \_\_\_\_\_

9. Maximum Site Coverage/Maximum Square Footage.

The buildable lot area as computed above is \_\_\_\_\_

All your structures, including roofed porches or terraces, outbuildings and garages, roofed porches or terraces, cover \_\_\_\_\_ square feet, which is \_\_\_\_\_% of the buildable lot area. **(The maximum allowable is 27%).**

The total square footage of all structures, including roofed porches or terraces, out buildings and garages, is \_\_\_\_\_ square feet, which is \_\_\_\_\_% of the total square footage **(The maximum allowable is 50%)**

10. What is your lot frontage? \_\_\_\_\_ feet. (Required: 100 feet)

11. Fences, walls and hedges are to be no higher than 42" at the property line in the front yard and 6' in the side and rear yards. What is the projected height of your:

Front yard fence, wall or hedge \_\_\_\_\_ Side yard fence, wall or hedge \_\_\_\_\_

Rear yard fence, wall or hedge \_\_\_\_\_ Pool enclosure, if any \_\_\_\_\_

Do you intend to remove any mature trees from the property? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain: \_\_\_\_\_

12. What is the number of garage spaces facing the street? \_\_\_\_\_ **(The maximum allowable is 3).**

Is the interior plastered and finished? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Is there a guest house? Yes \_\_\_\_\_ No \_\_\_\_\_ What is square footage? \_\_\_\_\_

**(Allowable: 600 sq. feet with no carport, garage or cooking facilities)**

14. Is there a swimming pool and/or spa? Yes \_\_\_\_\_ No \_\_\_\_\_

How is the equipment screened? \_\_\_\_\_

15. Is there a tennis court or sports court? Yes \_\_\_\_\_ No \_\_\_\_\_

Is it clear of the setbacks? Yes \_\_\_\_\_ No \_\_\_\_\_

How is it screened? \_\_\_\_\_

How is it lighted? \_\_\_\_\_

16. Is there exterior HVAC equipment (compressor, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_ Where is it located? \_\_\_\_\_

17. Is there a basement? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how is daylighting to be handled? \_\_\_\_\_

Other design characteristics, etc. we should be aware of: \_\_\_\_\_

