

LOMAS VERDES ASSOCIATION
9610 Waples Street
San Diego, CA 92121
Phone: 858-550-7900
Fax: 858-550-7929
www.lomasverdesestates.com
NNJ.Customer.Service@nnj.com

ARCHITECTURAL REQUEST FORM INSTRUCTIONS

In order to have your forms processed in the most expedient manner please be sure to follow the instructions below.

- 1. There are three (3) pages in the request packet. They must be filled out completely before submitting them for approval.**
- 2. Please be sure to submit plans and/or sketches for the work proposed. The more information provided to the Committee the easier and faster it will be to render a decision.**
- 3. The adjacent and impacted neighbors statement page must be completed by you and signed by your neighbors. Whether or not they will be able to see the work, they will need to sign the neighbor approval.**
- 4. Once all the documents are completed in full, you may hand deliver, fax or email the forms to the above address.**
- 5. The forms will then be delivered to the Architectural Committee via email for the most expedited turn around. You should have an answer in approximately 7 business days.**

LOMAS VERDES ASSOCIATION
c/o Associa N.N. Jaeschke
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APPLICATION FOR ARCHITECTURAL COMMITTEE APPROVAL OF EXTERIOR IMPROVEMENTS OR CHANGES

FROM: _____ DATE: _____

ADDRESS: _____ PHONE: _____

EMAIL: _____

Description of Proposed Improvements (attach sketches or drawings as necessary).

Will there be a dumpster on site? NO _____ YES _____ How long? _____

SUBMITTAL REQUIREMENTS: The following information must be furnished with all applications presented to the Architectural Committee for approval. Lack of any items required or insufficient data on any items will cause delay in checking and approving plans.

It should be understood that **NO IMPROVEMENTS CAN PROCEED WITHOUT THE PRIOR WRITTEN APPROVAL OF THE ARCHITECTURAL COMMITTEE. THREE (3) SETS OF PLANS NEED TO BE ATTACHED TO APPLICATION, WITH THREE (3) SIGNATURES FROM ADJACENT NEIGHBORS.**

OWNERS ARE STILL RESPONSIBLE TO MEET THE OBLIGATIONS STATED IN THE CC&R'S.

1. **STRUCTURES:** Including but not limited to patio covers, room additions and fences, must include the following:

a. **PLOT PLAN:** Must include property lines and dimensions, site of proposed new construction and its relationship to the property lines and all existing structures as well as location and dimensions of existing structures (if any). Include plans for changing ground elevation and/or new drainage system.

b. **EXTERIOR ELEVATION:** An exterior elevation or rendering which fully explains the structure.

c. **BUILDING PLAN:** Construction details to assist in evaluating the project, including dimensions, materials, and colors.

2. **LANDSCAPING:** Landscaping plans must show location, type and size of plants and the size of plants at maturity. Ground covers must be clearly specified with irrigation indicated.

3. EXTERIOR PAINTING: Color chips must be submitted.

Owner acknowledges by his signature on the Application that he understands that no work may be undertaken until this application is approved by the Architectural Committee and that the mere filing of the application does not guarantee approval. Owner further acknowledges that by virtue of this application it may be necessary for the Architectural Committee to make an on-site inspection of the owner's property and the owner hereby authorized such an inspection and further authorizes the Architectural Committee to make such on-site inspection(s) whether or not the owner is present at the time and the owner by his signature hereon releases the Architectural Committee and its members from any liability that may result from said on-site (exterior only) inspection. Approved Applications expire one year from the date of the approval. Extensions must be refiled with the Architectural Committee.

Homeowner Signature: _____

Date: _____

*** UPON APPROVAL OF LANDSCAPING PLANS, THE WORK MUST BE COMPLETED WITHIN 90 DAYS OF THE DATE SET FORTH HEREIN.**

**** PLAN APPROVAL FOR CONSTRUCTION SHALL BE LIMITED TO ONE (1) YEAR FOLLOWING THE APPROVAL BY THE ARCHITECTURAL COMMITTEE, REQUIRING RESUBMITTAL OR NEW PLANS AFTER THAT TIME.**

ADJACENT AND IMPACTED NEIGHBORS STATEMENT

I, _____, am submitting plans to the Architectural Control Committee and my neighbors for review. I have presented these plans to the neighbors listed below for review, including those that adjoin at the rear of my property. I represent and warrant that the plans shown to the neighbors are the same plans I am submitting to the Architectural Committee. **(Signatures are required on all 3 sets of plans from adjacent neighbors prior to submittal to the Architectural Committee)**

Signature of submitting Owner

I/we have been shown a copy of the proposed plans for my/out neighbor's modifications and I/We understand the proposed modification. I/We further understand that our signature(s) below represent only our acknowledgement of having seen the plans. I/We understand that if we have any objections to the proposed improvements, those objections must be submitted in writing to the Architectural Committee before the Architectural Committee makes its decision on the plans. I/We are aware that objections raised by me/us do not necessarily mean that the application will be disapproved by the Architectural Committee.

Neighbors address: Phone Number Signature

Objections from neighbors and other interested parties must be made in writing to the Architectural Committee. Please contact ASSOCIA N.N. JAESCHKE at 858-550-7900 or via email to NNJ.Customer.Service@nnj.com. Any objections received after approval will not be considered by the Architectural Committee regardless of reason for delay. Neighbors are responsible for knowing the schedule date of the Architectural Committee's review of the application.

Date Reviewed: _____ Approved: _____ Rejected: _____

Further information requested: _____

Date information received: _____

Committee Member Signature Type or print name

Committee Member Signature Type or print name

Committee Member Signature Type or print name