

**California Riviera Home Owners 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 & Address of Architect or Contact Person: \_\_\_\_\_

Phone No: \_\_\_\_\_ 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 any such inspection does not relieve the owner from 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, aerials for radio or television 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 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. Request 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(S): \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

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

**California Riviera Home Owners Association ("CRHOA"/ the "Association")**  
**SUBMITTAL REQUIREMENTS AND PROCESS FOR MAJOR PROJECTS\*\***

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

1. Submit the required fee, the application signed by the owner(s), up to four (4) full size 18x24 or 24x36 sets (call to discuss number of sets); two (2) sets reduced to 8-1/2x11" 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, as follows:
  - a. Plot plan showing property lines, dimension from property line to street or curb in 3 places, building location, setbacks dimensioned, indication of new and existing construction and natural (unmodified) and finished grade and elevations, walls, fences, gates, and all service enclosures, such as air conditioning condensers, pool equipment, electrical cabinets (transformers must be buried in a vault & shown), water heaters, and any building projections such as chimneys, balconies and pop-out or bay windows. A survey is required for any project that increases the building height or the square footage.
  - b. Floor plan showing dimensioned references to all outside features of the building.
  - c. Building sections showing all elements of new construction, addition and/or remodel referenced to the allowable building envelope.
  - d. Roof plan showing all roof slopes, solar panels (cannot be seen from the street), chimneys, skylights and other roof appurtenances. Roof material cutsheet, weight and color. Solar panel plan, if available.
  - e. Exterior elevations showing all dimensioned references to the following items: finished grade adjacent to the building; exterior details clearly defined and referenced to the allowable building envelope; finish materials information for walls, roofs, and other features seen from the public street. (Note: must be indicated on plans if "matching existing.")
  - f. Show on plans: Total square footage of lot area, buildable lot area, lot coverage and gross building area.
  - g. Landscape and hardscape plan showing location and size of trees, hedges (see restricted materials on Guidelines) and other plantings, walls, fences, gates, patios, trellis, BBQ, pool, spa, outdoor shower, any sports court and exterior lighting. This plan may be submitted later, subject to an additional fee.
  - h. Attach a copy of any existing city or CRHOA variance of which you are aware. Otherwise we will assume none exists.
  - i. If you are seeking a variance from the City or CRHOA, please attach a cover letter setting forth any justification you have.
2. Each page of drawings, specifications and other information must be numbered and dated.
3. **Revised submissions (if required) must be complete sets as detailed above, and bear the revision date.**
4. Standard Review: The ARC meets approximately once per month. Deadline for submittal is ten days prior to the meeting date. Approval or disapproval letters normally are sent within fifteen (15) days after the meeting. CRHOA retains one set of approved plans; the other set of approved plans is returned with the approval letter.
5. Expedited Architect Review: As an option, for an increased fee, the CRHOA architect will review the plans within 10 business days and provide comments to you in advance of the first review of the plans by the ARC. If they are nonconforming, the architect will work with you or your representative on a one-time basis to assist you in bringing the plans into conformance. You, or your representative, must make the corrections and provide three (3) complete corrected sets of plans, two (2) new 8 ½ x11 copies and new PDF in accordance with the above-noted submittal requirements. Your submittal must still be reviewed and an approval granted or denied by the ARC at its next scheduled meeting. You will receive a written response after the ARC meeting.
6. Interim Survey: Upon completion of the framing of the project, a survey must be submitted showing the elevations of the first floor, roof and top of structure.
7. Final Resurvey Upon Completion: Upon substantial completion of the project, an updated survey must be submitted showing completed work, hardscape, first floor elevation, top of roof elevation and CRHOA datum. The ARC shall have the right to walk through the property and all construction areas during and upon completion to check for compliance.
8. How to Submit: Please check our website, [www.rivierahomeowners.com](http://www.rivierahomeowners.com), for review deadline dates, drop-off address (17933 Castellammare Drive, Pacific Palisades 90272) Architectural Guidelines and other helpful information, or call (p) 310/454-5245; (f) 310/459-3935. OK to leave plans on the table under the gazebo.

California Riviera Home Owners Association, P.O. Box 1722, Pacific Palisades, CA 90272-1722, [admin@rivierahomeowners.com](mailto:admin@rivierahomeowners.com)

**\*\*A separate application is available for minor projects such as fences, hedges and other landscaping, walls, gates, walks, drives and other hardscaping, pools, spas, tennis and sports courts, roofing, exterior lighting, HVAC and pool equipment and door and window replacement submittals.**

6. Fee Schedule (non-refundable)

	Project per Square Foot, Dues Paying <u>Members</u>	Project per Square Foot, Non-Dues Paying <u>Members</u>
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

Check Payable to CRHOA

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APPLICATION WORKSHEET FOR MAJOR PROJECTS

(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, barbeques, 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 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: \_\_\_\_\_
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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 the 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? \_\_\_\_\_
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Other design characteristics, etc. we should be aware of: \_\_\_\_\_

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SUBMITTER:

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_