

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. Full landscape plan may be submitted later, subject to an additional fee but walls, fences and gates must be on house plans
 - 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, 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

****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