

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

(Landscape, Hardscape, or Re-landscape or Re-hardscape of the front, side or rear of a residence or to Add a Pool, Spa or other structure anywhere on the property; Re-roofing (include material, weight and color); Exterior Lighting (lighting plan to be added to exterior elevation plan), Fences, Hedges, Walls, Gates, Replacement of Doors and/or Windows, Tennis and Sports Courts)

- 1) Submit the required fee, the application signed by the owner (s), up to four (4) complete sets 18x24 or 24x36 (call to discuss # 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) A site plan and other drawings that clearly reference the:
 - Property line (include measurement from street side face of the curb to the property line)
 - Setbacks
 - Elevations of all vertical elements including pilasters
 - Lighting plan
 - Exact location of all elements, e.g., any barbeque, fireplace, or built-in seating, location of pool equipment (cannot be in the setback), electrical vault and location of key pads and driveway gate openers to show how gates will open (must be on inside)
 - Plant plan with size and type of trees and plant materials to be installed, with maximum proposed hedge heights (no fast-growing hedge material such as Bamboo, Ficus, Podocarpus, Privet, Carolina Cherry or Eugenia in the front).
 - A survey may be required
 - b) Attach a copy of any existing city or CRHOA variance of which you are aware. Otherwise we will assume none exists.
 - c) If you are seeking a variance from the city or CRHOA, attach a cover letter setting forth any justification you may have.
- 2) Each page of the submittal 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 10 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 the 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 two (2) corrected sets of plans, 3 new 8 ½ x 11 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) Fee Schedule (non-refundable)(payable to CRHOA):

	Dues Paying	Non Dues
	<u>Paying Members</u>	<u>Paying Members</u>
Fences, walls, gates, hedges, pools, spa, new roof, doors, windows, sports courts, etc	\$ 450	\$ 900
Fences, walls, gates, hedges, pools, spas, new roof, doors, windows, sports courts, etc submitted <u>after</u> start of project	\$ 900	\$1,800
Resubmittal of fences, walls, gates, hedges, pools, spas, new roof, etc. due to nonconformance or insufficient information	\$ 300	\$ 600
Expedited Architect review of fences, walls, hedges, gates, pools, spas, new roof, etc.	\$ 750	\$1,500
Expedited Architect review of above projects submitted after start of project	\$1,500	\$3,000

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.

California Riviera Home Owners Association, P.O. Box 1722, Pacific Palisades, CA 90272-1722, admin@rivierahomeowners.com