

RANCHO SANTA FE HOMEOWNERS ASSOCIATION APPLICATION FOR DESIGN REVIEW

All applications for changes to the exterior of your residence must be submitted to the Rancho Santa Fe Homeowners Association's Architectural Committee/Board of Directors. The Rancho Santa Fe Homeowners Association's Covenants, Conditions and Restrictions (CC&R's) require that a homeowner obtain the prior written approval for any exterior alteration or addition to property within the Rancho Santa Fe Community. (See Article VII of the CC&R's.)

Please note that approved applications must be completed in a timely manner. A project completion date is required on the Application. If additional time is required for you to finish your project, an extension request is listed on the second page of these forms. Incomplete applications will automatically be denied. Photographs are helpful, but will not replace plot plans, drawings and measurements. **Each project requires a separate application form.** Please attach checklist to application. **Applications without checklist are considered incomplete and will be automatically denied.** To comply with the CC&R's, please submit this application with all the required attachments to:

Rancho Santa Fe
c/o Vision Community Management
16625 S. Desert Foothills Pkwy • Phoenix, AZ 85048
Phone: (480) 759-4945 • Fax: (480) 759-8683
EMAIL: ranchosantafe@wearevision.com • WEBSITE: www.wearevision.com

The time period for approval begins when this application is received by the Committee. The Committee has up to (30) days to approve, approve with conditions, or disapprove the application. If you have not received any form of communication from the Committee or the Association after (30) days, please call Vision Community Management for a status update.

Homeowner's Name _____

Homeowner's Mailing Address _____

City _____ State _____ Zip _____ Phone _____

Lot # or Lot Address _____

Is your property a corner lot? _____ **YES** _____ **NO**

The undersigned hereby submits its Application for Design Review to the Architectural Committee or the Board of Directors of Rancho Santa Fe for review and approval of the following item(s):

_____ Painting of residence

Color Group # _____

Main Body Color Options: _____

Trim Color Options: _____

Accent Color Options: _____

_____ Outer building

_____ Walls/fences

_____ Installation of landscaping

_____ revamping of landscaping

_____ Addition of _____ to/on the residence (building)

_____ Addition of _____ to/on the lot (property/land)

_____ Installation of a pool/spa

_____ Other _____

(SEE REVERSE SIDE)

Attached please find plans and/or specifications of the above marked items for application, which includes (if appropriate):

- _____ Dimensions (height, width, length)
- _____ Sample of Color(s) to be used
- _____ Drawings
- _____ Plant type and location
- _____ Type of material
- _____ Property plat
(Requirement for pools, buildings, fences, etc.)
- _____ Samples or descriptions of materials to be used
- _____ any photographs or sample elevations for a visual picture of the proposed project.
- _____ Person doing installation/work _____
- Licensed contractor? _____ Yes _____ No
- Expected Completion Date: _____

Please notify me at _____ if you have any questions. I understand that should the application not be complete in order to determine approval or disapproval, the Architectural Committee or Board will disapprove the Application and return it to me with a statement for the disapproval. The owner agrees to comply with all applicable City, County, and State laws and to obtain all necessary permits. This application and the drawing will be retained for the Association's records.

COMPLETION DATE EXTENSIONS are available if required. If this application is requesting an extension what is that Date:

I have read the corresponding section in the Architectural Guidelines.

Homeowner's Signature _____ Date: _____

FOR ASSOCIATION USE ONLY

Rancho Santa Fe Homeowners Association Architectural Committee or Board of Directors

- _____ Approves the above Application
- _____ Approves the above Application with the following Conditions: _____

- _____ Disapproves the above Application with the following Reason(s): _____

SIGNATURE: _____ DATE: _____

Date Appl. Rec'd	Mailed to Committee	Rec'd From Committee	Mailed to Homeowner
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Rancho Santa Fe

Architectural Approval Request Check List

Painting of Home and/or Walls

- Dunn Edwards Paint Scheme # from approved list for RSF
 - If color matching using a different brand of paints, color chips and names/codes must be included.
- Paint chips, if colors chosen are not from approved paint scheme list.
- Detailed breakdown of areas to be painted with correlating color list (example: trim, body, pop outs, front door, security door, ect.). Please complete below.
- Completed application form indicating start and completion date of project.
- I have read the corresponding section in the Architectural Guidelines.

Body: _____ Trim: _____

Pop-Outs: _____ Accent: _____

Garage: _____ Security Door: _____

Front Door: _____

Please note, homes repainted the identical original colors do not require architectural approval. RSF color groups 3, 8, 9, 12, 14, and 15 cannot be interchanged; Meaning, the body colors cannot be used for trim, trim cannot be used for body, etc.

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Rancho Santa Fe

Architectural Approval Request Check List

Driveway Extension

- Plot Plan- showing location of driveway and proposed extension
- Measurements
 - Entire lot width at front of lot (if pie shaped, setback is at front of garage)
 - Width of existing driveway
 - Width of driveway extension
- Neighbor letter
- Photograph of front yard with driveway
- Completed application form indicating start and completion date of project.
- I have read the corresponding section in the Architectural Guidelines.

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Architectural Approval Request Check List

Gazebos/Shade Structures/ Patio Roof Extensions

- Plot Plan indicating distance of structure from lot lines.
- Elevation drawing, indicating height, width and length of structure.
- Materials list (if purchased kit, manufacturer and model#).
- Color samples.
- Copy of City permit for structures larger than 200sq feet and any size structure attached to the main residence.
- Completed application form indicating start and completion date of project.
- Neighbor Acknowledgement
- I have read the corresponding section in the Architectural Guidelines.

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Architectural Approval Request Check List

Landscape Changes

- Detailed list of existing and proposed plants.
- Plot Plan indicating:
 - Placement of existing plants (please indicate species).
 - Placement of proposed plants (please indicate species).
- Completed application form indicating start and completion date of project.
- I have read the corresponding section in the Architectural Guidelines.

Hardscape Changes/Additions

- Plot Plan
- Placement of improvement on lot (example: distance to lot lines, house etc.).
- Measurements of improvements such as height, length, depth etc.
- Detailed description of materials, such as color, brand, size etc.
- Neighbor Acknowledgement (if required).
- Completed application form indicating start and completion date of project.
- I have read the corresponding section in the Architectural Guidelines.

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Architectural Approval Request Check List

Security/Screen Door

- List size and material
- Manufacturer's name and model number OR
- Photograph or advertisement of door
- Color sample(s)
- Completed application form indicating start and completion date of project.
- I have read the corresponding section in the Architectural Guidelines.

Security/Screen Doors must be one of the colors of the house (body, accent, or trim color). High quality bronze doors are allowed with committee approval. Please specify which portion of the home the security door will match: _____

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Architectural Approval Request Check List

Neighbor Acknowledgement Form

The neighbor acknowledgement below hereby approve the Architectural Design Request to _____ (Project Description) submitted by _____ (Homeowner) at the property located at _____.

Adjacent homeowner(s) acknowledgement and approval:

Name: _____

Address: _____ Lot: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Name: _____

Address: _____ Lot: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Name: _____

Address: _____ Lot: _____

Phone: _____ Email: _____

Signature: _____ Date: _____