

LADERA RANCH MAINTENANCE CORPORATION
CUSTOM HOME
PROPERTY IMPROVEMENT SUBMITTAL PACKET

Please complete this request form, including the submittal checklist form and email a .pdf copy of your proposed improvement plans. **Incomplete applications will not be considered and will be returned.** To assure prompt consideration, review all submittal materials for completeness before submitting them via email to contact.larmac@laderalife.com.

Addendum A to the Covenant Hills Custom Home Design Guidelines

This Addendum outlines the process for submitting plans to LARMAC Aesthetic Review Committee for Covenant Hills Custom Homesites.

This Addendum replaces portions of Chapter 7 of the Covenant Hills Custom Home Design Guidelines, where applicable. All other chapters of the Design Guidelines, Custom Lot Construction Manual, and all other LARMAC Governing Documents that deal with all home improvement, including but not limited to the Aesthetic Standards, are applicable and should be referenced to complete your submittal.

ADMINISTRATION

The following sections describe the type of improvements that require aesthetic review, the aesthetic review process and the various submittals and approvals that are required.

1. APPLICABILITY

With few, if any exceptions, the Design Guidelines are primarily concerned with the exterior effects that a Custom Home (and its ancillary improvements and landscaping) will have on the Custom-Home Neighborhood in which it is built.

To assure the Design Guidelines are appropriately administered, every exterior modification of the Custom Home (including, without limitation, from the actual or potential second- or third-story of any other Custom Home within the Custom-Home Neighborhood) must be in compliance with the Design Guidelines, and must be approved by LARMAC Aesthetic Review Committee (“ARC”) prior to constructing and/or installation of same. As indicated previously, the word ‘Improvement’ refers in part to all structures of any type, including, without limitation, buildings, outbuildings, walls, fences, gates, landscaping, hardscape, water elements, trellises and enclosures; the term is intended to be read in the broadest way possible. See Section 1.24 of the Amended and Completely Restated Custom Homesite Declaration for Covenant Hills.

When reviewing the Homeowner’s submittals, the Aesthetic Review Committee will consider the entirety of the design and the proposed improvements. Factors to be considered include, without limitation, the Custom Home’s relationship to the community and the neighboring Custom Homes, noise, privacy, finishes, aesthetics and the proper facing of architectural elevations.

In addition to the review and approval of designs and specifications by the Aesthetic Review Committee, the Homeowner is responsible for compliance with all of LARMAC Governing Documents, obtaining the County’s approval of the plans, as well as any applicable permits. The approvals and permits required by the County are wholly independent of the approvals required by LARMAC and the Governing Documents.

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2. AESTHETIC REVIEWERS

The Aesthetic Review Committee is responsible for reviewing and approving the plans and specification for any Improvements, in accordance with Article 3 of the Amended and Completely Restated Custom Homesite Declaration, constructed on the Homesites, as well as the general administration of this Addendum, the Design Guidelines, all addenda to the Design Guidelines and all LARMAC Governing Documents that deal with all home improvements.

Please note – The option of an Aesthetic Review Workshop is available with LARMAC’s architectural consultant at an hourly fee (please refer to current fee schedule). This workshop takes place outside of, and prior to, the formal submittal.

The Aesthetics Review Committee will have up to 45 days to respond to complete submittals.

The Homeowner should allow adequate time to complete the aesthetic review process. There are many variables affecting the process, including, without limitation, the selection and approval of team members, the decision-making process of the Homeowner, and the complexity and amount of proposed changes.

IMPORTANT NOTES:

- ✓ Review the Covenant Hills Custom Home Design Guidelines and Addenda together with all other LARMAC Governing Document dealing with home improvements.
- ✓ Obtain a copy of the Homesite Disclosure Exhibit for your homesite from LARMAC
- ✓ Obtain as-built plans for your homesite
- ✓ If your proposed Improvements increase First-, Second-, or Third-Story Building Area confirm that you have adequate Building Area available. If your proposed Improvements increase Covered Outdoor Area confirm that you have adequate Covered Outdoor Credit available or you will add to First-Story Building Area. Carefully review the Design Guidelines to ensure you understand what is included in Building Area and how it is calculated. Note: Building Area is NOT the same thing as Square Footage.

There are 4 types of submittals depending on the nature and complexity of the proposed Improvements. The 4 types of submittals are:

1. **Level 1** – Minor exterior modifications that do not involve moving exterior wall planes or roof planes, paint color and stains/coatings on the exterior surfaces, and lighting.
2. **Level 2** – Modifications to the existing residence that increases existing building area, replacement of windows, doors, garage doors, exterior material changes such as siding and stucco, and are modifications to existing landscape (softscape only – trees shrubs, natural turf)
3. **Level 3** – Modifications that include enclosures, cabanas, buildings, outbuildings, pools/spas, fences/wall, hardscaping, and landscaping that includes hardscaping changes.
4. **Level 4** – Major modifications to the existing building area that involve modifications to exterior structure with room additions or roof alterations, major landscape and hardscape modifications, and/or the services of a general contractor and multiple subcontractors.

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TYPE OF SUBMITTAL:

- Level 1
- Level 2
- Level 3
- Level 4

The following exhibits shall be prepared and submitted to the Aesthetic Review Committee. The Aesthetic Review Committee will review complete submissions only and will respond with written comments.

Email a .pdf submittal of the following unless noted otherwise:

- Neighbor Notification Statement
- Application Fee- Payable to LARMAC (must be submitted electronically to the LARMAC office)

- Written Scope of Work
- Written response to Aesthetic Review Committee's comments from last submittal (not required at first submittal)
- Letter describing any and all differences between the plans previously submitted (not required at first submittal)

- Preliminary Research and Imagery
- Conceptual Floor Plan
- Conceptual Elevations and Sections
- Conceptual Roof Plan
- Diagram of Building area Calculation

- Conceptual Landscaping/Grading Plan

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I UNDERSTAND AND AGREE TO THE FOLLOWING GENERAL CONDITIONS:

- ✓ No work on this request shall commence **until written approval** of the Aesthetic Review Committee (ARC) has been received.
- ✓ The Homeowner has inspected the property lot lines, and verifies that all improvements are within the true lot lines, and do not encroach either on anyone else's property or any setbacks
- ✓ LARMAC Aesthetic Review Committee (ARC) approval does not constitute waiver of any requirements required by applicable governmental agencies.
- ✓ Members of a Neighborhood Corporation must receive approval from the Neighborhood Corporation prior to commencement of any Improvement or modification.
- ✓ The function of the ARC is to review submittals as to aesthetics. All technical, engineering, structural or drainage matters are the responsibility of the Owner.
- ✓ Should the ARC inadvertently approve an Improvement which conflicts with a provision of the CC&Rs, Bylaws, Community Guidelines, Aesthetic Standards, or a Committee policy does not constitute waiver of that rule and therefore, must be corrected upon notice.
- ✓ Approved plans are not to be considered authorization to change the original drainage plan as installed by the builder and approved by the County of Orange.
- ✓ Orange County ordinances require Owners to maintain correct grades of Lots so that runoff does not flow onto adjoining properties or does not prevent off flow from same.
- ✓ Streets may not be obstructed with objects and building materials that are hazardous to pedestrians, vehicles, etc. Items such as, but not limited to, sand, and building materials, may not be stored on streets, sidewalks or LARMAC Property.
- ✓ Any damage to LARMAC Property will be replaced or repaired by a LARMAC subcontractor. All applicable charges for restoration will be charged back to the Owner by LARMAC and is due and payable within 30 days from notification.
- ✓ Approval of plans is not authorization to proceed with Improvements on any property other than the Lot owned by the applicant.
- ✓ Once an Owner receives approval from the ARC, construction may commence. Upon completion of the approved Improvement(s), a LARMAC Notice of Completion (page 7 of packet) and photos of the improvements must be forwarded to LARMAC at the address listed on the front of this form.
- ✓ Any photos required by the ARC will not be returned to the Owner.
- ✓ All conditions and recommendations of an approval must be followed.

NOTE: Owner may also need to acquire approval from the utility company and/or the County for permission to encroach within an easement.

SIGNATURE: _____ Date: _____

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Homeowner Information:

Homeowner Name: _____

Address: _____, Ladera Ranch, CA 92694

Neighborhood Name: _____ Style of Home: _____

Phone: _____ Email: _____

Contractor or Owner's Representative: (if applicable)

Name: _____ Company Name: _____

Phone: _____ Email: _____

Staff Use:

Received By: _____
Staff Name Date

(Do Not Write Below Line. This is to be completed by Aesthetic Review Committee Only)

The Aesthetic Review Committee has determined that the above submitted is:

- Approved
- Approved with Condition(s)
- Disapproved

- Incomplete Submittal (Notes to reflect what is missing)
- Require Additional Information (Notes to reflect what is needed)
- Inconsistent with Covenant Hills Custom Home Design Guidelines

Comments/Notes: _____

Please refer to ARC Minutes dated _____.

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Impacted Neighbor	
Name	
Address	
Signature	Date

Impacted Neighbor	
Name	
Address	
Signature	Date

Common Area or Back Yard - Rear of Home

Adjacent Neighbor	
Name	
Address	
Signature	Date



Adjacent Neighbor	
Name	
Address	
Signature	Date

Your Street - Front of Home

Facing Neighbor	
Name	
Address	
Signature	Date

Facing Neighbor	
Name	
Address	
Signature	Date

Facing Neighbor	
Name	
Address	
Signature	Date

My neighbors have seen the plans I am submitting for the Aesthetic Review Committee review (see above verification). I, as the applicant certify that I have requested that my neighbors sign this statement confirming notification. I understand neighbor objections do not cause denial of the plans.

***Note: In the event a neighbor's signature cannot be obtained, proof of correspondence sent to neighbor via certified mail is required.**

SUBMITTED BY:

Name: _____ Date: _____

Address: _____

