

LADERA RANCH MAINTENANCE CORPORATION
CUSTOM HOME
PROPERTY IMPROVEMENT SUBMITTAL PACKET

Please complete this request form, including the submittal checklist form and attach two (2) copies 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 to the Aesthetic Review Committee (ARC) through the on-site Association Management office or by delivery or mail to:

LARMAC Aesthetic Review Committee
c/o FirstService Residential
1 Daisy Street
Ladera Ranch, CA 92694
(949) 218-0900

Addendum A to the Covenant Hills Custom Home Design Guidelines

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

This Addendum replaces Chapter 7 of the Covenant Hills Custom Home Design Guidelines. All other chapters of the Design Guidelines, Custom Lot Construction Guidelines and all other LARMAC Governing Documents that deal with all home improvement are applicable and should be referenced to complete your submittal.

ADMINISTRATION

The Design Guidelines are intended to ensure that the character, values, and vision embodied in the master plan for the Custom-Home Neighborhood of Covenant Hills will be protected for the long term, and that every Custom Home will be developed to reinforce and enhance the overall character of Covenant Hills. Homeowners are encouraged to design and construct homes that express the Homeowner's taste and complement the other homes in the community in a harmonious composition reminiscent of the classic communities of Southern California.

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. Areas that are within a Custom Home and that are not visible from the surrounding properties, streets, or common areas are not of great concern as it is anticipated that Homeowners will spend the time, effort and money necessary to create exceptional interior spaces.

To assure the Design Guidelines are appropriately administered, every Improvement which is visible from the outside 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 these Design Guidelines and must be approved by LARMAC Aesthetic Review Committee (ARC) prior to constructing the 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

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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 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 these Design Guidelines. The approval by the Aesthetic Review Committee is limited solely to the purpose of satisfying the goals, criteria and requirements expressed herein and is not a guarantee or assurance that the plans and specifications will meet or satisfy County requirements.

2. TEAM MEMBERS

The Homeowner is responsible for selecting the design and construction team which will assist with the Custom Home or any proposed changes to an existing Custom Home. It is strongly recommended that the Homeowner's team, at a minimum, consist of an architect, a landscape architect, a geotechnical engineer, a civil engineer, a structural engineer, an energy consultant, and a general contractor.

Further, it is strongly recommended that the entire team be involved as early as possible in order to avoid costly errors and to accelerate the design and construction process.

3. AESTHETIC REVIEWERS

The Aesthetic Review Committee is responsible for reviewing and approving the plans and specification for any Improvements 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.

4. AESTHETIC REVIEWS

Each Custom Home should express the individual taste of the Homeowner, while respecting the sensitivities of its neighbors. This aesthetic review process is intended to provide Homeowners and their design team the information necessary to pursue their individual goals within the context of the design goals for Covenant Hills.

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 Homeowner is responsible for assuring that all submittal items are adequately prepared and that all drawings are complete. All submittal items must be submitted in a single, complete package; incomplete or partial submittals will be rejected and will not be reviewed.

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While LARMAC's Aesthetics Review Committee will take reasonable steps to review and respond to submittals in an efficient manner, the Aesthetics Review Committee will have up to forty-five (45) days (unless another time period is expressly specified) to either approve or disapprove each submittal which satisfies the requirements set forth below.

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.

There are 5 types of submittals depending on the nature and complexity of the proposed Improvements. The 5 types of submittals are:

1. **Minor Remodel** – No increase to existing Building Area. Very minor exterior modifications that does not involve moving any exterior wall planes or roof planes OR exterior color and material changes.
2. **10 - 50% Remodel** – Modifications to the existing residence that increases existing Building Area 10 – 50%.
3. **Greater than 50% Remodel** – Modifications to the existing residence that increase Building Area greater than 50% plus changes to landscape and hardscape.
4. **Minor Landscape and Hardscape** - Very minor modifications to existing landscape and hardscape.
5. **Major Landscape and Hardscape** – Addition of vertical elements (buildings, outbuildings, cabanas, walls, fences, gates, trellises, fireplaces, enclosures), water elements (pools, spas, fountains) or any changes to the parkway and swale.

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.

The following tables outline which materials are required for submittal depending on which step you are submitting for and what type of submittal you are submitting for. Only complete submittals will be reviewed. Submittals determined to be incomplete will be returned to the Owner with no action taken.

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Schematic Design Review:

Two full-sized copies, unless noted otherwise, of the following exhibits shall be prepared and submitted to the Aesthetic Review Committee:

		Minor Remodel	10 - 50% Remodel	Greater than 50% Remodel	Minor Landscape and Hardscape	Major Landscape and Hardscape
SCHEMATIC DESIGN REVIEW	Transmittal	X	X	X	X	X
	Written Scope of Work	X	X	X	X	X
	As-Built Architectural Plans	X	X	X	X	X
	Preliminary Research and Imagery: extensive historical images that are relevant to forms, spaces, materials and colors, doors, windows, and details being considered for the proposed design.	X	X	X		
	Conceptual Site Plan (scale 1/8" = 1'): preliminary determination and delineation of the Building Envelope and confirmation of setbacks and easement locations, including but not limited to the property lot lines, location of structures on neighboring lots, Association property locations and any and all easements.	X	X	X		
	Conceptual Floor Plans (scale 1/4" = 1'): delineation of primary spaces and floor layout and determination of square footage calculations.	X	X	X		
	Conceptual Elevations and Sections (scale 1/4" = 1'): elevations of all sides of the Custom Home and sections taken at relevant locations including Rough Grade and Top-Plate Height information and rooftop elevations.		X	X		
	Conceptual Roof Plan (scale 1/4" = 1'): delineate layout of roof forms and chimney and skylight locations. Indicate roof pitch and roof overhangs.		X	X		
	Diagrams (scale 1/4" = 1'): a single-line, plan-overlay diagram demonstrating all Building Area calculations, including square-footage calculations for the First-Story Area, Second-Story Area, Third-Story Area, Basement Areas and Covered Outdoor Areas. Use hatching to indicate Indoor Areas and cross-hatching to indicate first-story Exempt Covered Outdoor Areas.		X	X		X
	As-Built Landscape Plans		X	X	X	X
	Conceptual Landscape/Grading Plan (scale 1/8" = 1'): site work (walls, paving, driveways, water features, game courts, etc.), grading, planting areas, tree placement, etc.		X	X	X	X
	Reference Landscape Images: specifically pertaining to chosen style, plant types, and proposed design.		X	X	X	X

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TYPE OF SUBMITTAL:

- Minor Remodel
- 10 – 50% Remodel
- 50% Remodel
- Minor Landscape and Hardscape
- Major landscape and Hardscape

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.

Submit 2 full-sized copied of the following unless noted otherwise:

- Neighbor Notification Statement
- Application Fee- Payable to LARMAC
- A completed copy of the transmittal
- 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)
- As-Built Architectural Plans
- Preliminary Research and Imagery (submit 1 copy only)
- Conceptual Site Plan (1/8" = 1' - 0")
- Conceptual Floor Plan (1/4" = 1' - 0")
- Conceptual Elevations and Sections (1/4" = 1' - 0")
- Conceptual Roof Plan (1/4" = 1' - 0")
- Diagram of Building area Calculation (1/4" = 1' - 0")
- As-Built Landscape Plans (submit 1 copy only)
- Conceptual Landscaping/Grading Plan (1/8" = 1' - 0")
- Reference Landscape Images

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

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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: _____

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.
- ✓ ARC approval of plans does not constitute acceptance of any technical, engineering, structural or drainage specifications, and LARMAC assumes no responsibility for such. 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.
- ✓ Front and front/side yards require ARC approved landscaping/groundcover to be completely installed within nine (9) months from the original close of escrow from the builder.
- ✓ 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.
- ✓ Access for equipment used in construction must be through your property only. Access over LARMAC Property requires written authorization from the ARC.
- ✓ 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.
- ✓ Building permits from any applicable County, City or governmental agency may be required for certain Improvements.
- ✓ 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.

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- ✓ 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: _____

PROPERTY ADDRESS: _____

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
- 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: _____

Committee Signatures:

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

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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: _____

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NOTICE OF COMPLETION

Upon completion of approved Improvement(s), please submit this form and color photos of the improvements to: **LARMAC, 1 Daisy Street, Ladera Ranch, CA 92694**

Homeowner Name: _____

Property Address: _____

Phone: _____ Email: _____

On the _____ day of _____, _____ all of the Improvement(s) on the described Property was (were) COMPLETED in accordance with the plans and submittal package which was approved by the Aesthetic Review Committee.

The completed Improvement(s) is (are): _____

Signature of Owner(s)

Date