



Home Owners Association Inc.

**Application for Architectural Approval (for projects over \$10,000)**

The Covenants, Conditions and Restrictions (CC&R's) of the Pepperwood Home Owners Association, Inc. ("HOA") apply to all property purchased within this development. Those CC&Rs impose rules for the purpose of enhancing and protecting the value, desirability and attractiveness of Pepperwood. The HOA has adopted this form to help you understand some of the requirements before you begin your project. This form is not intended to be an exhaustive list of all relevant provisions of the CC&Rs. You are responsible to know the relevant provisions that apply and to adhere to all of them. **PLEASE NOTE THAT ANY CHANGES MADE TO YOUR PLANS, AFTER THE ARCHITECTURAL CONTROL COMMITTEE ("ACC") HAS APPROVED YOUR PLANS, MUST BE RE-SUBMITTED FOR APPROVAL.**

This Application and the Consent to Lien form must be completed and submitted together before the HOA will consider your application. Please complete this form and the Consent to Lien form, and submit them with the required checks/deposits and plans to the Pepperwood Manager. (References to Section numbers indicate where additional information can be found in the CC&R's).

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Pepperwood Address (if different): \_\_\_\_\_

Phone (cell): \_\_\_\_\_ Email: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Date: \_\_\_\_\_ Pepperwood Dues Current: Y \_\_\_ N \_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Style and Square Footage (For new construction or additions. Do not include garage in sq. footage)**

Square Footage: 1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ Basement: \_\_\_\_\_

Total Square Footage: \_\_\_\_\_ (Min. of 2600 sq. ft. 1-story, 3400 sq. ft. 2-story see Sec. 11.1 b)

Difference between original grade and finished grade in inches: \_\_\_\_\_

House height from final grade at front entrance: \_\_\_\_\_

**Setbacks (in feet) from Easements and Property Line (For new construction or additions)**

Front yard setback from street (sec. 11.2 b): \_\_\_\_\_ Rear yard setback (sec. 11.2 c): \_\_\_\_\_

Non-driveway side yard setback (sec. 11.2 e): \_\_\_\_\_ Driveway side yard (sec. 11.2 e): \_\_\_\_\_

## Exterior Treatments

Please maintain variety and harmony with your neighbors' homes. WORK ON EXTERIOR TREATMENTS MAY BE STOPPED AND CLOUDS PLACED ON TITLE FOR UNAPPROVED CHANGES IN MATERIALS, OR LOCATION OF MATERIALS FROM APPROVED PLANS. STOP WORK ORDERS AND HOA ENCUMBRANCES ON TITLE (whether the Consent to Lien form or a Notice of Non-Compliance, or both), WILL NOT BE REMOVED UNTIL ALL WORK IS BROUGHT INTO COMPLIANCE WITH THE HOA AND APPROVED BY THE ACC.

Square footage totals (less windows) of exterior brick, stone and/or cast stone vs. other materials:

Total s.f.: \_\_\_\_\_ = \_\_\_\_\_ Stone/other masonry, (50% minimum sec. 11.1 e), + other \_\_\_\_\_

Please submit photos or samples of the color of brick, stone, stucco, roofing material, Hardie board, etc.

Please submit the following items with this Application form:

1. One preliminary, full size plan that includes the following:
  - a. Elevations with the calculated percentages of brick/stone versus other materials, heights from grade and descriptions of materials used.
  - b. Plot plan with home, driveway, and any outbuildings, with setbacks clearly indicated.
  - c. Note on Site Plan – “Project to have exterior, driveway, landscaping and the city C of O. within 12 months of commencement of construction” As per section 9.5.
  - d. Show a waddle as a measure to avoid erosion and drainage onto adjacent properties.
  - e. We suggest placing a temporary 6’ chain link construction fence. This will help eliminate damage to neighboring lots. As per section 10.11.
  - f. Indicate on grading and drainage plan all retaining walls and hardscape for approval. Show exterior hardscape ie, driveways, sidewalks, patios, etc., on the landscaping plans. Per section 9.2.
  - g. All water drainage to be contained on site or directed to the road curb. Drainage not allowed to drain to adjacent lots. As per section 9.3. Show where water is to drain all sides of all structures and hardscapes. Show the 7 ½’ swale along roadway for water retention.
  - h. Add note to the plan “Parking for construction trades to be on the project side of the road. Contractor is responsible for sub-contract/Deliveries not blocking access to adjacent lots” per section 10.16.C

(Once preliminary approval is made, 4 complete sets will be required so the ACC can stamp them.)

2. Consent to Lien Form. The Consent to Lien for Construction or Renovation form completely filled out, signed and properly notarized.
3. \$5,000.00 Construction Deposit. Check made payable to the Pepperwood Home Owners Association. This Check will be held in a non-interest bearing account which is refundable upon satisfactory completion of construction.
4. \$250.00 Plan Application Fee. Check made payable to the Pepperwood Home Owners Association.
5. Please note that plans that do not meet the requirements of the CC&Rs may result in a \$100 re-submission fee for each time they must be resubmitted until approved.

### Items of Importance (Home Owner must initial each line)

- \_\_\_\_\_ Garage is no more than 45% in front of the average front line of home.
- \_\_\_\_\_ Driveway is a minimum of 18’ wide from street to garage and marked on plans.
- \_\_\_\_\_ Exterior materials are clearly stated. Percentages & sq. footage of stone/brick are noted on plans.
- \_\_\_\_\_ Landscaping must include a 7 ½ swale along roadways for water retention.

\_\_\_\_\_ Retaining walls and fencing must conform to posted policies.

\_\_\_\_\_ Advertising signs by the contractor or subs is not permitted on the property.

**I UNDERSTAND THAT AFTER MY PLANS HAVE BEEN APPROVED, CHANGES CANNOT BE MADE WITHOUT SUBMITTING MY PLANS FOR RE-APPROVAL TO THE ARCHITECTURAL CONTROL COMMITTEE.**

**Construction Check List** (must be initialed by contractor)

\_\_\_\_\_ A portable toilet must be available at the job site during all phases of construction (until a functional facility is completed in the home) and must not be placed within the Pepperwood common areas. I understand that there is a \$50 per day fine if absent.

\_\_\_\_\_ A trash receptacle must be kept on the job site during construction. A \$50 per day fine will be given if absent or if trash is blown off of property. Site must be kept clean.

\_\_\_\_\_ No permanent fences will be built forward of the average line of the dwelling.

\_\_\_\_\_ I understand that Architectural Committee approval may take up to 30 days to complete. I also understand that ANY CHANGES IN BUILDING PLANS MUST BE APPROVED BY THE COMMITTEE **before** any work involving the changes can begin.

\_\_\_\_\_ Parking and placement of all equipment, vehicles and materials must be off of the street. If the parking of vehicles is not available on site, parking on only one side of the street is permissible.

\_\_\_\_\_ The parking, driving, or placement of materials on bike paths or neighboring property is prohibited.

\_\_\_\_\_ I understand that no roads or bike paths can be cut without prior approval from Pepperwood. Any damage will be the responsibility of the applicant and repairs must meet the approval of the Architectural Control Committee.

\_\_\_\_\_ Any damage to roads, bike paths, neighboring property, utilities and any Pepperwood property during construction will be the sole responsibility of the applicant.

\_\_\_\_\_ Non-compliance with the agreements herein can result in clouds on title, including liens and Notices of Non-Compliance, as well as fines from \$50 to \$500 that will be deducted from the builder's deposit. Fines may be appealed with the Architectural Control Committee.

Home Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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(For office use only)

Deposit Check Received: \_\_\_\_\_ Date: \_\_\_\_\_ Plan Review Fee Received: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Check Returned to: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_