



ARCHITECTURAL REVIEW COMMITTEE REQUEST APPLICATION

LANDSCAPING/MODIFICATIONS/ADDITIONS/ALTERATIONS

TWO (2) FULL SETS OF PLANS, NO LARGER THAN 11X17, MUST BE SUBMITTED

NOTE: Plans can take up to 45 days to be processed; you will be notified by mail when the committee makes their decision. A \$50 non-refundable processing fee for all Major Improvements and a \$25.00 non-refundable processing fee for all Minor Improvements must be submitted with the application. If you are doing a project where it includes both major and minor improvements, you only submit one fee of \$50 which is non-refundable.

NAME _____ DATE _____

ADDRESS _____ UNIT NO. _____ LOT NO. _____

PHONE: (H) _____ (W) _____ PROPOSED COMPLETION DATE _____

EMAIL: _____

**Scope of Work for Major Improvements:
Modifications/Additions/Alterations (\$50)**

- Front Yard Landscape (complete re-do)
- Solar Panels (must provide plans from installer)
- Rear Yard Landscape (complete re-do)
- Remodeling/Additions
- Greenhouses/Sunrooms
- Gazebos/Sheds/Patio Covers
- Decks/Patios
- Fence Addition(s) and Retaining Walls
- Swimming Pool/ Spa
- Other _____

**Scope of Work for Minor Improvements
Modifications/Additions/Alterations (\$25)**

- Front Yard Landscape (tree replacement/new plants)
- Rear Yard Landscape (tree replacement/new plants)
- Yard Art (statues, boulders, etc)
- Garage Doors/Exterior Doors/Front Door
- Driveway/Walkway(s)
- Play Equipment
- Arbors/Overhangs/Trellis
- Dog House/Run
- Whole home painting (must provide color samples)
- Other _____

- All dimensions, colors to be used, and materials must be listed and samples submitted.
- A complete plant list will be needed for all landscape plans (major/minor).
- Owners must submit a site map showing the location of the proposed improvement in relation to the home.
- Acknowledgement of all neighbors that can see the improvement of their lot/home is required.
- Failure to provide any of the requested information or the processing fee will delay your application. Your application will not be forwarded to the committee until complete.
- Applications are to be submitted no later than the Thursday prior to the meeting to ensure it is forwarded to the committee in a timely manner. It is recommended that applications are submitted **no less than 7 business days** prior to the meeting. If you wish to send the application via FedEx or UPS to ensure it gets to Management in enough time, please contact Management for their physical address. **Do not use express mailing options when using the PO Box as it will delay processing of the application.**

Additional Comments:

NEIGHBOR ACKNOWLEDGMENT: I have reviewed the attached plans and am aware of all their proposed alterations/improvements shown. By signing this I am aware that I am not giving approval just acknowledgment of the project.

<u>Address</u>	<u>Name</u>	<u>Signature</u>	<u>Phone #</u>	<u>Date</u>

ALL SUBMITTALS SHOULD BE TURNED IN TO:

WHITNEY OAKS COMMUNITY ASOCIATION
Attn: Architectural Review Committee
C/O Kocal Management Group
P.O. Box 1459
Folsom, CA 95763-1459

Questions? Call Julia Plummer, Whitney Oaks Association Manager at (916) 985-3633 Ext.121

For Association Use Only: _____ Approved _____ Not Approved

Comments: _____
