

## Design Review Application

Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

Project Address:

Tract:

Lot:

### **Applicant:**

Name:

Address:

City: Zip:

Phone:

E-mail:

### **Homeowner:**

Name:

Address:

City: Zip:

Phone:

Email:

### **(Association Use)**

Initial Submission: \_\_\_\_\_

Date Received Complete: \_\_\_\_\_

Resubmitted Date received: \_\_\_\_\_

Fees: \_\_\_\_\_

Lot Dimensions:  by  by

Lot Size:

Current Front Setback:

Current Side Setback:

Is this property a corner lot? YES  NO

Existing square footage:

Proposed square footage:

First Floor:	
Second Floor:	
Garage:	
Covered Poarch Area:	
Basement:	
TOTAL:	

**Please check one of the following (see definitions at end of application):**

- Preliminary Opinion
- Preliminary Design Review
- Formal Design Review
- Re-submittal of Rejected or Partially Rejected Plan
- Re-submittal of Expired Plan
- Amendment/Supplement to Previously Approved Plan

**PROJECT TYPE (check all that apply):**

- Entire Rebuild
- Addition to Building / Rehabilitation
- Second Floor Addition
- Landscape/Hardscape with new construction – additional application required  
(Submit Plans A and E)
- Wall/Fence – additional application required
- Exterior cosmetic change

Exterior Equipment (A/C Unit/Satellite Dish)

(Submit Plans A and G)

Other

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(Association Use)

Date received \_\_\_\_\_

**Acknowledgements:** Please initial each of the following indicating understanding

**I will not begin any construction prior to formal approval of design by BHA BOD, and I understand that any construction undertaken without prior approval may result in a fine not to exceed \$5000 and continue to accrue at a rate of \$1000 monthly until plans have been approved.** \_\_\_\_\_

**I have reviewed the Beverlywood Homes Association Design Review Guidelines located at [www.beverlywoodha.com](http://www.beverlywoodha.com) and I understand that my design must conform to the Beverlywood Covenants, Codes and Restrictions (CC&Rs).** \_\_\_\_\_

**I have not and will not apply for City Permits until my design is officially approved by BHA BOD, and if City permits have been previously obtained, I understand that does not ensure Association approval.** \_\_\_\_\_

**I understand a copy of all City permits are required to be submitted to BHA prior to the start of any construction.** \_\_\_\_\_

**Any exterior design changes made following approval must be submitted and approved as an amendment to original application prior to implementation.** \_\_\_\_\_

**I understand that any design changes, whether complete or partial, to my property will potentially be required to be altered or removed at my expense if not previously approved by BOD.** \_\_\_\_\_

**I understand that my design approval is valid for one (1) year only. Further, I commit that my construction will be completed within 18 months of building**

permit date. If construction is not completed in that time, the BOD may levy fines at a rate of up to \$1000 monthly and will accrue until completion.

<b>Application Process</b>
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<b>Fee</b>		
\$500.00 Remodel not involving additional square footage		
\$1.00 per square foot for any new addition, new structure including basement sqft or other major remodel (minimum \$1000.00)		
<b>Required:</b>	<b>Yes</b>	<b>No</b>
One full size set of plans to scale		
Site plan / Hardscape plan including walls and fences equipment and pools		
Floor plan (all new construction, additions & remodels)		
Elevation drawings (all new construction, additions & remodels)		
Landscape/hardscape plan must be submitted with a separate required application (all new construction, additions & remodels with change to existing areas) Note: Formal landscape application and plan can be submitted at a later date as amendment to application		
2 Sets of color photographs of existing property and adjacent homes on either side		
1 Set of paint chips and/or color brochures describing exterior finishes and paint board window and door and roof specs		
3D photo realistic color rendering view from the street. Minimum size 11x17		
<b>6 Sets of 8½” x 11” bound booklets with</b> - Copy of design review application signed and initialed - Copy of photographs - Description of variances from CC&R's - Reduced set of ALL applicable plans and renderings, as described above		
Incomplete applications will not be accepted or reviewed until completed		

These questions only summarize the Rules & Regulations and the CC&Rs. The homeowner is responsible for reading and understanding the full text of those documents.

**Deviations from these requirements (usually a “Yes” answer in the first column) should be explained, with reference to the applicable Section number.**

Section	Rules & Regulations	Yes	No
2.1.d	Are there any existing features that violate the CC&Rs and Rules?		
2.1.e	Does the construction violate any City building and safety codes? (copies of City building permits to be sent to Association prior to start of work)		
2.3.a.1	Does the construction only involve interior changes? If so, exempt from Association review.		
2.3.a.2	If the project primarily involves interior changes, are there also changes to windows, exterior doors, skylights, or other exterior finishes or elements?		
2.3.b.	If this is an exterior Repair or Replacement, is there any feature that is not an <b>exactly</b> the same material, color, and design? If it is exact, exempt from Association review.		
2.3.c.	<b>Does the project involve exterior painting or other surface color treatment?</b> If “Yes”, complete the following:		
	Is it a color other than same color as exists, or is it a color other than one of Association’s pre-approved colors (i.e. Dunn Edwards and Sinclair Paints standard exterior color combinations). <i>If “no”, it is exempt from Association review.</i>		
Roof	<b>Is the roof being repaired or replaced?</b> If “Yes”, complete the following:		
<b>2.3.d.i</b>	Does the roof have a pitch less than the minimum of 3:12?		
2.3.d.ii. A, B	Is the repair or replacing of roof with different than materials, color, or appearance as currently exists? <i>If not, exempt from Association review.</i>		
Walls & Fences	Is there construction, repair, or replacement of walls or fences? If “Yes”, complete the following:		
<b>2.3.e (i)</b>	<b>Will a wall or fence appear in the front setback? (prohibited/requires variance)</b>		
2.3.e (ii) (1)	Will a retaining greater than 1-1/2 feet appear in the front setback? (prohibited/requires variance)		
2.3.e (ii) (2)	Will a retaining wall less than 1-1/2 feet appear in the front setback? If Yes, describe compelling reasons.		
2.3.e (iii)	Will any existing wall or fence be modified?		
2.3.e (v) (A)	Is repair of existing wall or fence (not located in front set back) with fence other than same material and colors as existing; or is the material chain link? <i>If not, exempt from Association review.</i>		
2.3.e (v) (B)	Will there be replacement of existing wall or fence (not located in front set back) with new fence that will be i. Greater than 6’ in height, or ii. Composed of other than wood or concrete block, or		

	<p>iii. Finished other than in its natural color, color stained redwood or walnut (or similar), painted white, Navaho white, or concrete color gray or similar</p> <p><i>If not, exempt from Association review.</i></p>		
2.3.e (v) (C)	<p>Will a property line wall or fence be built or extended that will be</p> <p>i. Greater than 6' in height, or</p> <p>ii. Composed of other than wood or concrete block, or</p> <p>iii. Protrude past front of residence, or</p> <p>iv. Be located not on the property line; or</p> <p>iv. Finished other than in its natural color, color stained redwood or walnut (or similar), painted white, Navaho white, or concrete color gray or similar</p> <p><i>If not, exempt from Association review.</i></p>		
	<p><i>If all the above are answered "no", exempt from Association review.</i></p> <p><i>If any of the above are answered "Yes," describe and explain below.</i></p>		
<b>Landscape</b>	<p>Will there be construction, replacement, or change of landscape, hardscape, or grading? (<b><i>Approved drought tolerant grasses: Tifgreen, Marathon, Bluestem Enviro-Turf, Pearl's Premium and UC Verde Buffalo grass</i></b>)      <i>If "Yes", complete the following:</i></p>		
2.3.f.i.(A)	Will there be any change in grading?		
2.3.f.i.(B)	Will a hedgerow be created in the front setback?		
2.3.f.ii.(A)	Will there be a change from the exact shape, size and location of the driveway?		
2.3.f.ii.(B)	Will there be a driveway constructed with other than brick, stone, or concrete only? (no asphalt permitted)		
2.3.f.iv.	Will the construction add a planter box to property front that will exceed 12" above grade, or be made of other than wood, brick or stone, or make a material change in grade?		
C- 7.4 (e)	Are there steps, a walk, or patio in the front setback?		
	Will there be any other construction, replacement, or change of landscape, hardscape, or grading in the front or side setback?		
	<p><i>If all the above are answered "no", exempt from Association review.</i></p> <p><i>If any of the above are answered "Yes," describe and explain below.</i></p>		
2.3.f (x)	<p>Will construction remove trees from front yard or parkway or expand, change or add hardscape (e.g. bricks or concrete) in front yard? (<i>removal of trees without approval will be subject to fines</i>)</p> <p><i>If answered "Yes," describe and explain below.</i></p>		
Satellite Dishes	<p>Will a Satellite Dishes(es) or similar [ancillary] equipment be added, replaced, repaired, or moved?    <i>If "Yes", complete the following:</i></p>		

2.3 (g) (i)	<b>If located in the backyard, will such equipment be larger than 36 inches in diameter or taller than 6 feet from the ground? If "No", notify the Association 3 business days in advance and proceed without review.</b>		
2.3 (g) (ii)	If located on the roof or chimney, will such equipment be larger than 36 inches in diameter or located where it is not shielded from view to the street? If "No", notify the Association 3 business days in advance and proceed without review.		
2.3 (h)	<b>Gazebo, Tool Shed, etc.</b> - Will height be greater than 6', or located in front or side setback yards, or visible to street or neighbor? <i>If "No", exempt from Association review.</i>		
2.3 (j)	<b>Antennas</b> – Will any component parts greater than 1½" diameter or higher than 6', or installed on other than the back facing residence roof? <i>If "No", exempt from Association review.</i>		
2.3 (k) (i)	<b>Solar Panels</b> – Will they cover other than the smallest possible roof area and placed in areas visible to street and neighbor?		
2.3 (k) (ii)	<b>Heating, Ventilation, Air Conditioning (HVAC) Systems</b> – Are you planning any compressors located in other than the backyard, are they visible from the street, or are they located on the roof? If "Yes," provide letters of approval from the adjacent neighbors. If "Yes," show on plan, and describe location and explain below:		
2.3 (k) (iii)	<b>Roof Top Protrusions (vent pipes, fans, ducts, etc.)</b> – Are they other than black or roof color, or are they protruding excessively, or not in rear facing roof?		
2.3 (k) (iv)	<b>Skylights</b> – Are the skylights on front facing roofs or visible to street? (low profile skylights preferred) <i>If answered "Yes," describe and explain below.</i>		
2.3 (k) (v)	Water Heater Cabinets– <b>Are there exterior water heater cabinets? (disfavored, and not allowed in side setback)</b>		
	<b>Is there any other exterior equipment.</b> <i>If answered "Yes," describe and explain below.</i>		
2.3 (k) (vi)	<b>Garages</b> – Is there no garage or a 1-car garage?		
2.3 (k) (vi)	<b>Carpports</b> – Is there a carport? If "Yes", complete the following:		
2.3 (k) (vi)	Is there only a carport, with no garage?		
<b>Item #</b>	<b>Additional Explanations</b>		

Section	CC&R's	Yes	No
	<b>Character and size</b>		
7.2	Will awnings, sunshades, or screen doors be installed?		
7.3 (b)	Is the Residence more than 2-story (plus basement or garage)?		
7.3 (b)	Is the design split level?		
7.3 (c)	What is the maximum height of the structure		ft
7.3 (c)	Is the height more than 40 feet?		
7.3 (d)	Is the garage more than 1-story for 1-story home?		
7.3 (d)	Is the garage more than 2-story for 2-story home?		
7.3 (d)	Does the garage conform with the design and finish of the Residence?		
7.3 (d)	Is a detached garage being made part of the Residence?		
7.3 (e)	Does the exterior wall along public right-of-way extend more than 25' horizontally without architectural feature?		
7.3 (f)	Is there a permanent outhouse, portapotty, tent or similar property?		
7.3 (g)	What is the pitch of the roof (rise : run)?		
7.3 (g)	Is the pitch of the roof less than 3:12?		
7.3 (h)	Does the Residence face or front other than the street named in Schedule A?		
7.3 (i)	If a 2-story home, is the 1 <sup>st</sup> floor (exclusive of porches and patios) less than 1,000 s.f., is the total floor area less than indicated in Schedule A?		
<b>7.4</b>	<b>Fences, Walls, and Walks (See Rules and Regs Sect 2.3)</b>		
7.5	Setback		
7.5 (a)	What is the minimum front setback? [Design vs. Schedule A]		
7.5 (a)	Does the Front Setback meet requirements specified in Schedule A?		
7.5 (b)	Do uncovered porches, stoops or pergolas encroach more than 7' into front Setback Area?		
7.5 (b)	Do uncovered porches, stoops or pergolas have less than a 15' setback?		
7.5 (d)	What is the minimum left side setback? [Design vs. Schedule A]		ft
7.5 (d)	What is the minimum right side setback? [Design vs. Schedule A]		ft
7.5 (d)	Are any Side Setbacks less than 5 feet or less than the requirements of schedule A (whichever requirement is greatest)?		



Section	Design Guidelines	Yes	No
A1.1	Does construction violate any City codes?		
A1.2	Are any planned variance to City zoning?		
A3a	<b>Is less than 50% of the front elevation of the house set back at least an additional 10 feet beyond the minimum.</b>		
A3b	Is less than 50% of the second story set back an additional 5 feet beyond the face of the first story?		
A3c	<b>Is less than 30% of the second floor side elevation set in an additional 3 feet beyond the side face of the first story?</b>		
A4	Do the side setbacks deviate from the side setbacks of adjacent properties		
B	Does the height exceed 33 ft above natural grade?		
C1a	Is the main entry oriented toward other than the street?		
C2b	Is an existing porch being removed?		
D1a	Does the garage location deviate from predominant pattern on the block?		
D2	Is the curb cut wider than the minimum necessary for the driveway?		
<b>E</b>	<b>BUILDING SIZE AND MASSING</b>		
E1	Does the second floor side continue without setback?		
	Is the second floor close in size to the first floor?		
	Does the mass of the home greater than the predominant mass on the block?		

THE ANSWERS TO THE QUESTIONS IN THIS APPLICATION ARE OF THE UTMOST IMPORTANCE. ALL QUESTIONS MUST BE ANSWERED. IF ANY QUESTION IS NOT ANSWERED THE APPLICATION WILL BE REJECTED.

THE BOARD WILL RELY ON THE ANSWERS TO THESE QUESTIONS IN RULING ON AN APPLICATION. IF THERE IS ANY INCONSISTENCY BETWEEN WHAT IS ANSWERED IN THESE QUESTIONS AND ANY OTHER ASPECT OF THE APPLICATION OR SUBMITTED PLANS, THE ANSWERS TO THESE QUESTIONS WILL BE CONSIDERED TO BE CORRECT. FOR EXAMPLE, IF THE QUESTION ABOUT ADDING AN AIR CONDITIONING UNIT IS ANSWERED IN THE NEGATIVE AND THE PLANS SHOW OTHERWISE, EVEN IF THE APPLICATION IS APPROVED, THERE HAS BEEN NO APPROVAL OF AN AIR CONDITIONING UNIT DESPITE WHAT IS SHOWN ON THE PLANS.

Amendments to a filed application will only be considered an amendment to the application if submitted on Association approved form of amendment.

The undersigned (1) acknowledges having read and understands the foregoing paragraphs, (2) acknowledges having read and understands the full text of the Rules & Regulations and the CC&Rs, (3) declares that this Application accurately and completely describes all proposed modifications, replacements, additions or changes to the exterior of the

residence, buildings or lot to which this Application applies, (4) declares that this Application accurately and completely describes any modifications, replacements, additions or changes to the exterior of the residence, buildings or lot to which this Application applies WHICH HAVE ALREADY BEEN MADE TO THE PROPERTY, BUILDING OR LOT within twelve (12) months of the date hereof and are not subject to another approved Design Review Application, and (5) declares under penalty of perjury under the laws of the State of California that every aspect of this Application and the foregoing is true and correct.

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Definition of types of Applications:**

**Preliminary Opinion**

This is an optional step taken before you develop specific plans. It is based on a general description of a design concept or relates to a specific issue of concern. Of course “Final Approval” will be required after the concept is translated to final, specific plans.

**Preliminary Design Review**

This is an optional step taken before you develop final plans. It is more comprehensive than a Preliminary Opinion. It is based on sketches or preliminary plans. This is not a Final Approval and is meant to help provide guidance before you invest in final plans.

**Formal Design Review**

This is for official approval of your final plans and **is required** before new construction, room additions, exterior improvements, or remodeling of any exterior portion of an existing building may take place. This includes color changes, grading changes, and other changes as detailed in the Rules & Regulations and CC&Rs.

**Re-submittal of Rejected or Partially Rejected Plan**

You only need to answer questions applicable to the rejected elements of the design. If other changes were made, those sections should also be answered.

**Re-submittal of Expired Plan (construction has not begun within one year)**

This is a resubmission for Final Design Review that is required if construction has not begun within one year.

**Amendment/Supplement to Previously Approved Plan**

You only need to answer questions applicable to the changed elements of the design.