

## **-DESIGN REVIEW SUBMITTAL CHECKLIST (DRC)**

Due ~15th of each month

1. Fill out online application found at [BeverlywoodHOA.com](http://BeverlywoodHOA.com), Applications page
2. Turn in signed submittal confirmation and a check to the amount of the fee defined on submittal confirmation
3. Email all of the below items to [BeverlywoodDRC@gmail.com](mailto:BeverlywoodDRC@gmail.com)  
Digital copy of large format set of the following:
  - a. Existing site survey (if applicable)
  - b. Proposed site plan.
  - c. Existing and proposed floor plans and roof plan.
  - d. Existing and proposed elevations and sections.
  - e. Existing images of house and adjacent neighbors.
  - f. Color rendering from street level. If a corner lot, two rendering views are required (one from each street).
  - g. Sample of all materials and specifications.
  - h. Sample materials and specifications
    - Window, door and garage door specifications
    - Paint color specifications (draw down preferred)
    - Railing and skylight specification and/or example
    - Stone and/or stucco colors and texture
  - i. Exterior lighting specifications.

### **Below is a detailed list of the information needed for proper architectural review**

PROJECT INFORMATION - This info will be collected through the online application

- a. Type of application
- b. Owner, Architect, Contractor information
- c. Project type
- d. Tract & lot number, lot dimensions and square footage
- e. Current setbacks (front, sides and rear)
- f. Existing residence square footages (each floor, garage, covered porches, balconies and accessory buildings)

## Beverlywood HOA DRC & LRC Application Submittal Requirements

- g. Proposed residence square footages (each floor, garage, covered porches, balconies, and accessory buildings)
- h. Grading and/or retaining (elevation markers for top and bottom of wall on either side, dimensions and materials to be shown on drawings)

### EXISTING IMAGES

- a. Photographs of existing building/property frontages.
- b. Photographs of neighboring properties to either side and across the street.

### SITE SURVEY

- a. All new construction must have a survey prepared by a licensed surveyor. Boundary or ALTA Topographic survey prepared by California State licensed Surveyor.
- b. The survey shall include the L.A. County Assessor's parcel information, lot area, site dimensions, metes and bounds, the footprints and height of buildings on adjacent properties (sides and rear, if applicable), as well as any easements, dedications or encumbrances (per a current Title Report).
- c. Locate all existing trees both on the property and any street trees adjacent to the property with trunk diameter and drip line.

### EXISTING SITE PLAN

- a. Existing site plan including topography contour lines, and dimensioned setbacks of adjacent properties. (Required for all new construction).
- b. Existing building footprint(s), square footage(s), number of stories, finish elevations (from survey) and land use.
- c. Dimensions from all structures to front, side and rear property lines.
- d. Existing parking areas, driveways, and turning areas.
- e. Dimensions for existing buildings, driveways, and parking spaces.
- f. Fences and walls.
- g. Mechanical equipment locations (condensers, pool equipment, etc.).
- h. Labeled landscaped and paved areas.

- i. Location and species of trees on property and the diameter of tree trunks.
- j. Sidewalks, streets (with names), and curb cuts adjacent to the property.

#### PROPOSED SITE PLAN

- a. Street level plan showing ground floor building footprint with dimensions to all property lines.
- b. Driveway and curb cut location and widths.
- c. Footprints of all adjacent properties buildings including at sides, rear
- d. Show streets (with names), curb parkway and sidewalks
- e. Show location and width of any public or private easements, such as driveways or utility company Right-of-Ways. If none, note this on the site plan.
- f. Indicate and label any obstructions such as telephone poles, street signs, etc. in the Public Right-of-Ways. If none, note this on the site plan.
- g. Proposed parking areas, driveways, turning areas. Identify proposed location of curb cuts and driveway.
- h. Show location, height, and materials for all proposed fences and walls.
- i. All landscaped and paved areas, including stoops and paths, and existing trees to remain, to be removed, and new trees.
- j. Calculations of paved areas and permeable surfaces on the plans.
- k. Show trash/ recycling area, mailbox, and utility meters (water, gas, electric, etc.) if at grade, and main fire department connection valves or standpipes, gates, and perimeter fencing.
- l. Equipment locations (condensers, pool equipment, etc.).
- m. For swimming pools, spas or hot tubs, dimension setbacks from property lines and indicate the location and screening of all related equipment.
- n. Show site drainage including permeable surfaces, catch basins, trench drains, sumps, etc. Include water features and pools.
- o. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.

## FLOOR PLANS

- a. All levels including basement and roof plans. Show all rooms, fully dimensioned including overall building dimensions and dimensions to property lines.
- b. Interior layout with labels for proposed use, rooms, porches, balconies, terraces outdoor spaces. Show square footage totals for each floor, including balconies and terraces.
- c. Show all finish floor elevations, top of roof ridge, top of chimneys and vents using elevations from survey.
- d. Show property lines on floor plan.
- e. Windows and doors (proposed and existing to remain).
- f. Locations and dimensions of utility meters (water, gas, electric, etc.), main fire department connection valves, and all other equipment.
- g. Locations and dimensions of trash enclosures, mailbox, and mechanical equipment.
- h. Location, dimensions and height of gates, planters, walls, and fences.
- i. For roof plans, provide roof slopes, elevation heights to all ridges and chimneys. Show solar panel location and dimensions, skylights (size and location), and roof vents.

## EXTERIOR ELEVATIONS

- a. Provide elevations of the proposed structure(s) including front, sides, rear and courtyard elevations (where occurs).
- b. Indicate overall height, floor-to-floor heights, top of roof and chimneys and other important dimensions. Include elevation points from survey for all floor levels, roof ridges, top of chimneys and vents.
- c. Indicate finish materials, roof slopes, roof drainage (scuppers, downspouts, gutters, etc.) unless integrated and concealed, shading devices, roof vents, and significant architectural elements or features.
- d. Show existing adjacent structures on either side of the proposed structure, including overall height, windows, doors and other key elevation information.

## Beverlywood HOA DRC & LRC Application Submittal Requirements

- e. Indicate all proposed vents, gutters, downspouts, and storm-water retention (LID) measures.
- f. Indicate proposed utility meters, transformers, utility boxes, and other equipment.
- g. Location and type of exterior lighting fixtures.
- h. Existing and proposed materials and colors.
- i. For building additions and renovations, clearly indicate proposed work and existing to remain.

### BUILDING SECTIONS

- a. Provide a cross-section drawing through the proposed building and the entire site, extending beyond property lines to fronting street(s), and/or existing buildings on adjacent property.
- b. Indicate section locations on floor plan(s).
- c. For sloped sites, a site section is required including section through street, property and adjacent property or street.
- d. Cross sections shall be at the same scale as the building elevations.
- e. Indicate overall heights and ceiling heights. Include elevation points from survey for all floor levels, roof ridges, top of chimneys and vents.
- f. Additional sections may be requested as needed.

## **-LANDSCAPE REVIEW SUBMITTAL CHECKLIST (LRC)**

Due ~15th of each month

1. Fill out online application found at [BeverlywoodHOA.com](http://BeverlywoodHOA.com), Applications page
2. Turn in signed submittal confirmation and a check to the amount of the fee defined on submittal confirmation
3. Email all of the below items to [BeverlywoodDRC@gmail.com](mailto:BeverlywoodDRC@gmail.com)
  - a. Proposed Site Plan.
  - b. Survey (if available).
  - c. Landscape Drawings (including Site Plan, Elevations, Sections of retaining walls and/or grade changes).
  - d. Low Impact Development (if applicable).
  - e. Plant Palette.
  - f. Rendering (if available).
  - g. Materials & Specifications (i.e. railing specs, stone, gravel, mulch, stucco color and texture, etc.).
  - h. Exterior lighting specification.

### **Below is a detailed list of the information needed for proper design review**

#### **LANDSCAPE PLAN**

- a. Street level plan showing ground floor building footprint with dimensions to property lines.
- b. Vehicular entrance and exit locations. Proposed parking areas, parking stalls, driveways, and turning areas. Identify proposed location of curb cuts and driveway.
- c. Show streets (with names), curb parkway and sidewalks
- d. Show location and width of any public or private easements, such as driveways or utility company Right-of-Ways.
- e. Indicate and label any obstructions such as telephone poles, street signs, bus stops, parkway trees, etc. in the Public Right-of-Ways.
- f. Proposed parking areas, parking stalls, driveways, and turning areas. Identify proposed location of curb cuts and driveway.

## Beverlywood HOA DRC & LRC Application Submittal Requirements

- g. Show location, height, and materials for all proposed fences, gates and walls. Retaining walls must include a section showing natural grade and proposed heights.
- h. Designate/label all landscaped and paved areas, including stoops, paths, and trees.
- i. Low Impact Development (LID) requirements, calculations of paved areas and permeable surfaces on the plans.
- j. Show trash/recycling area, open air mailboxes, and utility meters (water, gas, electric, etc.) if at grade, and main fire department connection valves or standpipes, pad-mounted transformers, back-flow preventers or sump-pumps.
- k. For swimming pools, spas or hot tubs, dimension setbacks from property lines and indicate the location and screening of all related equipment. Include water feature specifications, if applicable.

### PLANT PALETTE (corresponding to Landscape Plan)

- a. Plant symbols shown with corresponding name, and plant specifications (height, width, hydration zone/needs, type of plant ie. groundcover, tree, shrub, etc.)
- b. Picture of mature plant