



Niguel Shores Community Association Homeowner's Architectural Checklist

FINAL SUBMITTAL REQUIREMENTS

Date Received by NSCA Management Office:

Owner's Name			
Address of Property			
Tract No.		Lot No.	

FINAL PLAN SUBMITTAL(REQUIRED) (Rule 3120)

- 1) Two sets of final architectural plans shall be submitted to the committee for approval. When approved, one set will be retained in the Association files and one (1) set will be returned to the applicant. In addition to two sets of paper plans, plans larger than 11" x 17" must be physically delivered to the NSCA office on CD, Flash Drive or other media. Files must be in PDF or other formats with a freely-available reader.
- 2) Approval or conditional approval shall be contingent upon payment of additional architectural or other professional fees incurred during the approval process and/or construction deposits, and/or payment for obtaining a properly completed covenant, if required.
- 3) Architectural drawings shall contain the following information where pertinent to the construction proposed:
 - a. Site plan, drawn to scale, showing lot layout, new dimensions drawn in heavy lines, north arrow, easements, topographical information (such as property boundary lines and pad grades when changed from original lot grades), top and toe of all slopes, building outline, drives, walks, fences (including heights) and other site improvements. This site plan shall show locations of structures on adjacent properties in relation to common boundary lines and existing and proposed structures on owner's lot shall be included; and slope control area imprint plan (Breakers Isle).
 - b. Elevation plans with dimensions for exterior, showing all doors, windows and roof lines, indicating all materials used on exterior, including planters and fences. Indicate roof pitch and height relative to that of the existing building. The elevations shall clearly show existing and proposed construction.
 - c. Floor plans with dimensions identifying the area being remodeled, constructed, added or altered and a sufficient portion of the existing structure to permit orientation.
 - d. Unless requested, DO NOT include engineering, geotechnical, and/or mechanical drawings.
- 4) Building sites shall drain in accordance with the original grading plan in a manner to prevent erosion and all modifications of lot drainage shall provide for drainage to the front street and not down any slope control areas.
- 5) Renderings and/or perspective sketch, if necessary, to clarify design.
- 6) Skylights. All plans for skylights must be submitted to the committee for approval. Skylights must be non-reflective (non-glare) and frame of skylight must match color or blend with roof. Location of skylight must be shown on plans or drawings.
- 7) Exterior surfacing materials including colors. Sample and brochure required.
- 8) It is the owner's responsibility to provide all required information and materials, including accurate lot layout showing the location of existing and proposed structures and improvements on the lot and topographical information.

The following items are required at the time a final exterior modification application is submitted to the AC for review. Applications not submitted with the required items will not be accepted.

SPACE ADDITION, REMODEL, REBUILD, MAJOR LANDSCAPE OR HARDSCAPE

- Application for final exterior modification signed and dated by the owner of the subject property
- Two (2) sets of paper (or hard copy) final plans that include:
 - Site Plan
 - * site plan drawn to scale showing lot layout
 - * new dimensions drawn in heavy lines
 - * north arrow
 - * easements (if applicable)
 - * topographical information (e.g. property boundary lines, pad grade when changed from original lot grades, etc.)
 - * top/ toe of all slopes
 - * building outline (original or existing and proposed)
 - * drives, walks, fences (including heights)
 - * all intended or proposed improvements
 - Elevation Plan
 - * elevation plans with dimensions for exterior that show all doors, windows and roof lines, all exterior materials (original or existing and proposed), planters and fences
 - * dimensions for roof pitch and height (original or existing and proposed)
 - Floor Plans
 - * floor plans with dimensions identifying the area being remodeled, constructed, added or altered and a Sufficient portion of the existing structure to permit orientation
 - * all interior rooms and room connecting details must be accurately labels
 - Landscape/ Hardscape/ Drainage Plan
 - * site plan drawn to scale showing lot layout (see above for all site plan requirements)
 - * exact location, dimensions, and material details (original or existing and proposed)
 - * detailed plant list and exact proposed planting location(s)
 - * detailed drainage plan including exact location, material, and location of water outlet
- Plan sets larger than 11"x17" must also be submitted in PDF format, or other freely available reader, on a CD, Flash Drive or other media
- Initial payment in the amount of \$5000.00 for Consulting Architect Fee(s) as required by Rule 3109 and Rule 3181.

Some projects may require additional payments depending on the complexity of design, review or consultation required, or in progress inspections required. The cost of the consulting architect is passed on to the applicant as stated in Rule 3109 (refer to the 3100 Series in the current set of Association *Rules & Regulations* for specific rule wording)
- Brochures and/or details regarding all finish materials (e.g. windows, doors, roofing material, gutters/downspouts, fences/gates, paint, hardscape material, skylights, exterior fixtures, etc.)

The following items are required at the time a final exterior modification application is submitted to the AC for review. Applications not submitted with the required items will not be accepted.

AIR CONDITIONING

- Application for final exterior modification signed and dated by the owner of the subject property
 - Site Plan – two (2) sets required
 - * site plan drawn to scale showing lot layout, property boundary lines, building outline, neighboring building outlines, – as existing
 - * details regarding the exact proposed location of intended installation
 - * north arrow
 - Product brochure including unit dimensions and noise output reading (decibel reading) – two (2) sets required
- * Note: Neighbor notification required**

DECKS

- Application for final exterior modification signed and dated by the owner of the subject property
 - Site Plan – two (2) sets required
 - * site plan drawn to scale showing lot layout, property boundary lines, building outline, neighboring building outlines, easements, top/toe of slopes – as existing
 - * all intended or proposed improvements, details and locations with improvements drawn in heavy line
 - * north arrow
 - Brochures and/or details regarding all finish materials, colors, etc. – two (2) sets required
- * Note: Mock up of proposed deck may be required depending upon location**

DOORS (exterior)

- Application for final exterior modification signed and dated by the owner of the subject property
 - Brochure detailing type, size, color and finish material – two (2) sets required
 - Details regarding exact proposed location(s) of intended installation
- * Note: Proposals for installation of a door in a location where a door does not currently exist may require additional information as requested by the Architectural Committee**

GARAGE DOOR

- Application for final exterior modification signed and dated by the owner of the subject property

- Brochure detailing type, size, color and finish material – two (2) sets required

The following items are required at the time a final exterior modification application is submitted to the AC for review. Applications not submitted with the required items will not be accepted.

PAINT (exterior)

- Application for final exterior modification signed and dated by the owner of the subject property
- Brochure or paint sample indicating color and location color is intended – two (2) sets required

PATIO COVER

- Application for final exterior modification signed and dated by the owner of the subject property
- Site Plan – two (2) sets required
 - * site plan drawn to scale showing lot layout, property boundary lines, building outline, neighboring building outlines, easements, top/toe of slopes – as existing
 - * all intended or proposed improvements, details and locations with improvements drawn in heavy line
 - * north arrow
- Brochures and/or details regarding all finish materials, colors, etc. – two (2) sets required
 - * Note: Mock up of proposed patio cover will be required unless proposed modification is a replacement of an existing patio cover, and where the location and all dimensions will remain the same as the existing structure.**
 - Neighbor notification required**

PAVING

- Application for final exterior modification signed and dated by the owner of the subject property
- Site Plan – two (2) sets required
 - * site plan drawn to scale showing lot layout, property boundary lines, building outline, neighboring building outlines, easements, top/toe of slopes – as existing
 - * all intended or proposed improvements, details and locations with improvements drawn in heavy line
 - * north arrow
- Brochures and/or details regarding all finish materials, colors, etc. – two (2) sets required

The following items are required at the time a final exterior modification application is submitted to the AC for review. Applications not submitted with the required items will not be accepted.

POOL/SPA

- Application for final exterior modification signed and dated by the owner of the subject property
- Site Plan – two (2) sets required
 - * site plan drawn to scale showing lot layout, property boundary lines, building outline, neighboring building outlines, easements, top/toe of slopes – as existing
 - * all intended or proposed improvements, details and locations with improvements drawn in heavy line
 - * north arrow
 - * detailed drainage plan including exact location of water outlet
 - * location of pool/spa equipment and sound output reading (decibel reading)
- Brochure on product and/or details regarding all finish materials, colors, etc. – two (2) sets required

*** Note: Neighbor notification required**

ROOF

- Application for final exterior modification signed and dated by the owner of the subject property
- Brochure on product and/or details regarding materials, colors, etc. – two (2) sets required

WALLS and FENCES

- Application for final exterior modification signed and dated by the owner of the subject property
- Site Plan – two (2) sets required
 - * site plan drawn to scale showing lot layout, property boundary lines, building outline, neighboring building outlines, easements, top/toe of slopes – as existing
 - * all intended or proposed improvements, details and locations with improvements drawn in heavy line
 - * north arrow
- Brochure on product and/or details regarding all finish materials, colors, etc. – two (2) sets required

*** Note: Mock up of proposed wall or fence will be required unless proposed modification is a replacement of an existing wall or fence, and where the location and all dimensions will remain the same as the existing structure(s). Neighbor notification required.**