



# Niguel Shores Community Association Homeowner's Architectural Checklist

## PRELIMINARY SUBMITTAL REQUIREMENTS

Date Received by NSCA Management Office:

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

### PRELIMINARY PLAN SUBMITTAL (Rule 3119)

- 1) The preliminary plan submittal procedure is a means for an owner to seek feedback on preliminary plans that show what the owner proposes to do. Such paper plans shall be submitted in duplicate (together with the electronic copy referenced in subparagraph 2 of Rule 3118) showing enough detail that the AC can visualize the proposal. Other information, specifications, sketches, brochures, etc. may also be provided.
- 2) The response from the AC based on its review of a preliminary plan submittal is advisory only. Any comments regarding a preliminary plan submittal, written or oral, made by the AC, must be considered by the owner as no more than informal guidance. These comments must not be construed as an implied approval of a variance of a rule or the likely disposition by the AC as to its final approval or disapproval.
- 3) The response of the AC regarding a Preliminary Plan submittal shall not be construed to imply AC approval of the project. The response of the AC will specifically state any elements of the plan that appear to be in conflict with the pertinent sections of the *CC&Rs*, the *Architectural Regulations and Guidelines*, or community standards of architecture and aesthetic suitability as interpreted and applied by the committee.
- 4) One copy of the Preliminary Plan shall be returned to the owner with the AC's comments, which may serve as an informal guide in the event the owner begins the preparation of a Final Plan application submission.

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

- Application for preliminary exterior modification signed and dated by the owner of the subject property
- Two (2) sets of paper (or hard copy) preliminary plans that include:
  - \* site plan
  - \* dimensions
  - \* front property line
  - \* pad grade level
  - \* accurately place outlines and location of the houses on either side of the property
  - \* building outlines
  - \* roof height
  - \* top/toe of slope (if app.)
  - \* walks
  - \* elevations
  - \* location of proposed improvement on the lot
  - \* setbacks from lateral property lines
  - \* fences and fence heights
- 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)

**\* Mock up of the proposed structure will be required  
Neighbor notification, review and comment period is required**