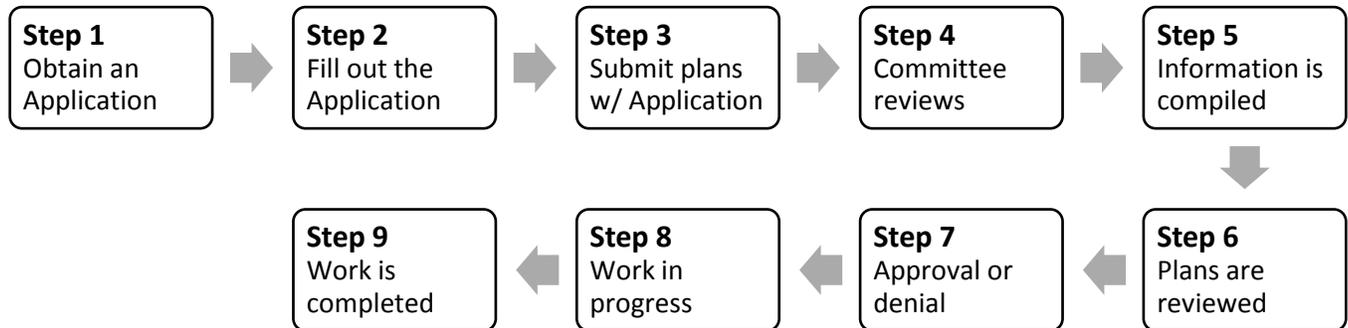


# Architectural Committee

September 2018

## Project Application Process for CPR Lot Owners

(Required for House Plans, Out-Buildings, Fencing, Landscaping, and Other Improvements)



**Step 1. Obtain an Application:** The Project Application form is available on the CPR web site at [www.cedarpassranch.org](http://www.cedarpassranch.org) or you may contact any member of the Architectural Committee for assistance. For current committee members and updated information, please refer to the web site.

**Step 2. Fill out the Application:** The form can be updated electronically with a simple PDF editor, or printed and filled in and rescanned. The preferred format is PDF, although other image formats can be accepted.

The Application is required, along with

- a. Building (or other improvement) plans.
- b. A site plan showing where the building (or other improvement) is to be located. Hand-drawn is OK, but it is easy to get an aerial view from Google maps (or similar) and add your markup and notations. Include distances from structures to property lines.
- c. A description of the types of materials (stucco, brick, siding, etc.) being used, including siding, roofing, and other exterior surfaces. Style and finish must be architecturally compatibility with existing buildings. Include color images of examples of the finishes. (Website images can work).
- d. Elevation drawings, showing height from the ground surface to the highest point. (Not just story heights to the eave line.)
- e. Other information relevant to assessing your project to be consistent with the CC&Rs. A copy of the CC&Rs is available on the website.

**Step 3. Submit plans with the Application:** Submit your completed Application, including all additional information from Step 2, to any or all members of the Architectural Committee. All information should be submitted electronically, preferably by email (contact info is on the website). Other arrangements can be made by discussion with a member of the Committee. Be sure your name, address, lot number, phone number, and email are included.

It is in the best interest of each CPR property owner who is undertaking construction to submit the plan to the Architectural Committee for approval PRIOR to submitting application to the city for a building permit. This can prevent delays in going back and forth to the city with changes to plans required by the Architectural Committee.

Also note that obtaining a building permit does not imply approval from the Architectural Committee. Architectural Committee approval is required to proceed with construction of any structure in CPR, even though the city may not require such approval to issue a building permit.

**Step 4. Committee reviews:** The Architectural Committee reviews applications soon after they are received. It generally takes two to three weeks to come to a decision and return an approved/denied response, but may be more or less depending on questions that may arise, availability of the committee, and other circumstances. Special requests may be accommodated, but cannot be guaranteed. Please plan accordingly.

**Step 5. Information is compiled:** The Architectural Committee will review the Application to ensure all required information is included. If documents are incomplete or further clarification is needed, requests for additional information and/or documents will be made, generally by email. Phone or in-person discussions can also be arranged, as needed. Contact info for each Committee member is available on the website.

**Step 6. Plans are reviewed:** The Architectural Committee is responsible to ensure that all requests comply with the CC&Rs. This includes specific items as detailed in the CC&Rs, as well as to ensure the HOA maintains harmony amongst structures within the community. While the Committee attempts to maintain continuity within the HOA, each application is reviewed based on its own merits, and not relative to what may or may not have been approved or may already exist in the community.

Note that the Architectural Committee does not have authority to allow for variances to the CC&Rs. There are specific processes detailed in the CC&Rs for variances to be addressed. These are handled by the Board of Directors and should be submitted to them. Contact info for current Board members is on the website.

**Step 7. Approval or denial:** Committee decisions are based on a majority decision. Once the Architectural Committee approves/denies a project, the Application page will be stamped and signed by three members of the Committee. This signed document, generally accompanied by the most relevant supporting information, is returned to the applicant. The Committee may have included annotations on the Application and supporting documents that clarify what is and is not approved. Note that the Application is the binding document. Verbal communications cannot be used as evidence of approval or denial.

Building and other improvements should not be initiated without first receiving this formal approval. Improvements made without Architectural Committee approval may be required to be modified at the owners expense. Fines may also be incurred by the Board of Directors until the project comes into compliance. If a plan is denied, it may be appealed as outlined in the CC&Rs.

**Step 9. Work in Progress:** After Architectural Committee approval, work on the project may begin. The lot owner is responsible to notify the committee if plans change such that new approvals may be required.

**Step 10. Work is Completed:** Upon completion of the project, the homeowner notifies the Committee of completion. The work may then be inspected for compliance. The Architectural Committee maintains records of all Applications in order to protect both the lot owner and the HOA. We recommend that the lot owner do the same.

**Owner's Responsibility:** As a lot owner of Cedar Pass Ranch we appreciate your efforts to be aware of the CC&Rs and design your structures, fencing, landscaping, and other improvements to conform to these requirements. Please review all CC&Rs *before* submitting your plans. If you have any questions, please call a member of the Architectural Committee or the HOA board. Thank you.