

VALENCIA HOMEOWNERS ASSOCIATION

Improvement Application Form

Use this form for all exterior modifications to your home (there are some exceptions). Refer to Rules and Regulations pages 10 - 20. Check all appropriate boxes and provide all requested information. Submit this form at least 60 days prior to intended start of project, accompanied by a Neighbor Notification Form to the Property Manager. See [instructions](#) on page two. Please do not write in shaded areas.

Homeowner Name:	First:	Last:	
Address:		San Diego, CA 92122	
Daytime Phone:		Evening Phone:	e-mail:
Floor Plan / Model:			
Date Application Submitted:	Date of Modification to Original Application:		
Description of Improvement:			
Proposed Start Date:		Proposed Completion Date:	
Componenet Painting Plans Included:			
Paint Palette Option chosen: (indicate Option Number & Colors to be used:)			
Two copies of Design Drawings included?:			
<i>This section for Architectural Committee, Board of Directors and Property Manager Use Only:</i>			
Property Manager Receipt Date:			
Architectural Committee Approval Date:		Disapproval Reason / Date:	
Board of Directors Approval Date:		Disapproval Reason / Date:	
La Jolla Colony Architectural Control Committee Approval Date:		Disapproval Reason / Date:	
Architectural Committee Final Inspection Approval Date:		Disapproval Reason / Date:	

04/15/04; <http://www.valenciahoa.org/ArchitecturalForm.html>

Instructions.

Please fill in the form completely and provide requested drawings and information so the Architectural Committee can quickly approve and submit this application to the BOD. The following Frequently Asked Questions should be helpful in deciding whether to fill out this form and what to include, assuring it will be processed quickly, without delay.

Frequently Asked Questions

What modifications require use of this form? The form must be submitted for all exterior landscaping, architectural, structural or appearance-related modifications to your home. This includes, but is not limited to: house painting, wall hangings, lighting, trellises, shade-structures, pools, spas, fences, trees, shrubbery, awnings, decking, paving, planters and play structures. Any modification requiring the breaking of ground or the penetration of a surface or wall requires approval. If there is any doubt, ask the Property Manager.

What about painting and colors? You must use this form if you plan to paint the exterior of your home. Colors are regulated by the Rules and Regulations on pages 12 to 14. You should consult one of the Color Palette Books available from the Property Manager.

What about just redoing the plantings in my back yard? No. Only front courtyard plantings must be approved. Rear yard hardscaping must be approved, but not plantings, with the exception of trees that might interface with structures, walls and gates, or that might interfere with overhead electrical power lines.

Isn't a building permit enough? It is if your modifications affect JUST the interior of your home, but any exterior modification requires Architectural Committee approval and may require a building permit as well.

What level of detail must I include? The Architectural Committee needs to be able to see enough detail to determine if the proposed modification meets all the requirements and standards in the Rules & Regulations pages 11 - 20. Sufficient detail is required to determine if colors in combination will be acceptable; if structures, materials, grades, and drainage conform to precedence and standards; if departures from accepted, past standards are acceptable and if the overall look and feel of the modifications will, in the committee's judgment, conform to the aesthetic envelope of Valencia.

What drawings are required? Design sketches are the minimum acceptable level of detail. Design drawings are the highest level of detail required (Blueprints are not required). The painting plan for all trim components must be identified. The style, color, construction and material of all doors and windows must be identified. Standard building plans: framing, electrical, plumbing, irrigation, drainage (sewage and landscaping), flashing, gutters, and coatings (stucco, roof tile and paving), drawn to scale and provided along with materials lists **are** not required. Photo examples, brochures, specifications and product design descriptions are helpful.

Must I submit this form if I plan to redo my garage door? Submit only the Garage Door Replacement Form, unless you are also changing the color or structurally altering the trim, fascia or stucco around the garage door.

And after I'm done, What? After completion, notify the Property Manager of the actual completion date.