

Vistara HOA Forms

VISTARA HOMEOWNERS ASSOCIATION ARCHITECTURAL CHANGE APPLICATION

Architectural Review Committee
C&C Property Management
524 Merchant Street, Suite "A"
Vacaville, CA 95688

Complete this form for review of planned exterior architectural change to property, and **return with required attachments**, if any, to the above address. Please **reference the Association's Covenants, Conditions and Restrictions, (CC&R's) for Architectural Guidelines.**

Approval of planned architectural change does not imply compliance with any county, city, state or federal ordinances, regulations or laws. Compliance with all appropriate permitting requirements is the sole responsibility of the homeowner and proof of permits must be submitted to the Association prior to any work commencing.

OWNER: _____ DATE: _____

ADDRESS: _____ PHONE: _____

DESCRIPTION OF PLANNED ARCHITECTURAL CHANGE (use additional sheets if necessary):

PROPOSED STARTING DATE: _____ COMPLETION DATE: _____

All work must be completed within 180 days of approval date or application will have to be resubmitted. Notify C&C Property Management. upon completion of work.

REQUIRED ATTACHMENTS:

Submit 3 copies of the following information (2 copies to remain on file) describing in detail your planned architectural change:

1. Description / samples with location of materials and color scheme (i.e., paint chips for stucco, wood siding, trim, garage door).
2. Elevation(s) affected by planned change to structure.
3. A photo of your home prior to commencement of any change.

THIS APPLICATION WILL BE RETURNED TO THE HOMEOWNER IF NOT COMPLETE, INCLUDING ALL REQUIRED ATTACHMENTS AND NEIGHBOR AWARENESS SECTION.

NEIGHBOR'S AWARENESS

To advise your neighbors who own property adjacent to yours of your proposal, please contact them, describe your planned architectural change and obtain their signatures to demonstrate their awareness. If affected neighbor is not the owner, provide address to C&C Property Management, who will contact off-site owner. Neighbor's disagreement with your proposal will not necessarily mean disapproval. Neighbors are encouraged to contact C&C immediately and/or attend the Board meeting to express any concerns regarding the planned change.

NEIGHBOR'S ADDRESS: **HOMEOWNER:** **SIGNATURE:** **COMMENTS (Optional):**

The information on this application, plans and attachments are complete and accurate to the best of my knowledge. I understand that the Association will make a final inspection of the project on my property for conformance to the plans filed with and approved by the Architectural Review Committee.

Legal Homeowner's Signature

Date

ARCHITECTURAL REVIEW COMMITTEE ONLY

----- DO NOT COMPLETE -----

ADVISORY REVIEW (IF REQUESTED)

Comments:

Homeowner notified of ARC comments on _____
Date

REQUIRED REVIEW

() Approval comments: _____

() Conditional approval – with the following: _____

() Revise as noted and resubmit

() Disapproval: _____

ARC

Date

COMPLETION OF WORK

() Management company verified: _____ **Date:** _____

