Owner's Name			
Project Address			
Mailing Address	(If different from hon	me address)	
Home Phone	Day Phone	Fax	Email
PROJECT INFO	RMATION:		
Start Date Upon	Architectural Comm	nittee Approval:	Completion Date:
Note: Con	nstruction is to begin	within six (6) months of	Architectural Committee approval ar
to be	completed within tv	wo (2) years for New Ho	ome and one (1) year for Remodel.
	ease complete the f	, , ,	ome and one (1) year for Remodel.  of application being requested.
Pl	ease complete the f	following for the type o	ome and one (1) year for Remodel.  of application being requested.
Lot Number	ease complete the terms Refer to  Description	following for the type of the Architectural Depo	ome and one (1) year for Remodel.  of application being requested.  osit Requirements.
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Lot Number Please fully desc	ease complete the factor Refer to  Description  Tribe the project on the project	following for the type of the Architectural Depo	ome and one (1) year for Remodel.  of application being requested.  osit Requirements.  Depos
Lot Number Please fully desc  Design Team I The following de	ease complete the factor Refer to  Description  Tribe the project on the project	following for the type of the Architectural Depo	ome and one (1) year for Remodel.  of application being requested.  osit Requirements.  Depos  y the State of California:
Lot Number  Please fully desc  Design Team I  The following de  ARCHITECT:	ease complete the factor of Refer to  Description  Tribe the project on the proje	following for the type of the Architectural Deporture in the A	ome and one (1) year for Remodel.  of application being requested.  osit Requirements.  Depos  y the State of California:

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#### III. SUBMITTAL REQUIREMENTS:

- 1. Completed, signed and dated application.
- 2. Payment of the deposit and fee per SCPOA Architectural Deposit and Fee Schedule (see Section D).
- 3. Checklist completed, signed and dated by architect.
- 4. Signed and dated construction clean up form.
- 5. Three (3) sets of plans, one (1) with neighbor's signatures determined by the Architectural Committee on each page of plans and electronic (PDF) copy of all submittal documents (see Submittal Checklist in Section E.2 of the Guidelines for all required submittal documents).

Note: Conceptual Design Review Workshop is required for all submittals except Level 1.

Architectural Fees, described in the Schedule, are non-refundable fees used for design review services incurred during the design review process. The Deposit is refundable less any additional costs and will be refunded per the afore mentioned document and guidelines as described in Section D. The homeowner is also responsible for any costs incurred over the initial fee incurred by the Architectural Committee as stated in this document. These additional costs (fees or expenses) shall be deducted from the Deposit. Should the Deposit be reduced to fifty percent (50%) of the original Deposit it will be required to be replenished.

If landscape plans are submitted with the architectural plans (including neighbor's signatures), the application form and applicable fee will cover both plans. Otherwise, landscape plans with neighbor's signatures must be submitted with another application and fee before landscape review can commence.

### IV. NEIGHBOR AWARENESS (Signatures required on all pages of plans):

This procedure is strictly an awareness process and does not signify approval. If a neighbor chooses not to sign the plans or is otherwise unavailable, please indicate who did not sign and for what reason.

Provide each designated affected neighbor (as determined and provided by the Architectural Committee in their initial Preliminary review) one (1) printed and electronic (PDF) copy of all submittal documents (see E.1 Submittal Check List) to each neighbor for their review.

Name	LOT#	Address	Completed
	-		
	-		
		-	

### V. WARRANTY, ARCHITECT'S COMPLETION CERTIFICATION & ARBITRATION / MEDIATION:

I understand that I am responsible for all costs incurred in the review of this application including costs over and above my initial application deposit and fee.

I agree to begin work only after written approval of the Architectural Committee has been received and to expeditiously pursue the project to completion. I agree to perform all work in accordance with Shore Cliffs Second Amended and Restated Declaration Concerning Restrictions and Improvements for Shore Cliffs (CC&Rs), Architectural Guidelines and Standards and the conditions of approval of this application. I further agree that any work that does not conform to the plans approved by the Architectural Committee or which violates the CC&Rs will be corrected forthwith at my expense and I will be responsible for any legal fees or costs the Association incurs as a result of this application, CC&Rs, Architectural Guidelines and Standards and that such fees and costs may be deducted from my architectural deposit.

I agree to complete all construction Improvements; a) for new homes within two (2) years and b) additions / remodels within one (1) year of receipt of building permit from the City of Newport Beach.

Upon completion of this project, I will have my architect submit a written certification with the final plans, as approved by the Association.

I further agree that in the event of a dispute regarding any submitted applications or **construction** the dispute will be referred to the Judicial Arbitration and Mediation Services Inc. (JAMS) for implementation of a two-step dispute resolution process involving, first, mediation before a retired judge from the JAMS panel, if necessary, by adjudication by Order of Reference pursuant to Section 638 of the Code of Civil Procedure before a retired judge from the JAMS panel.

My signature below signifies my understanding of an agreement to all the above information. Signature by an agent does not waive my agreement to these terms and conditions.

Date:	Signed:	
		Applicant

## ATTACH DRAWINGS TO THIS COMPLETED APPLICATION & RETURN TO ASSOCIATION:

POWERSTONE PROPERTY MANAGEMENT 9060 Irvine Center Drive, Suite 200 Irvine, CA 92618 949.716.3998 Fax 949.719.3999 www.powerstonepm.com

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#### VI. SCPOA CIVIL ENGINEER REVIEW & CERTIFICATION OF DOCUMENTS:

I agree to allow the Shore Cliffs Property Owners Association's (SCPOA) designated civil engineer to conduct their review of the Owner submitted; site survey, story pole plans, roof plans (with ridge and fascia heights), etc. I further agree to allow access to the property in question to further verify the site survey, story pole plans and roof plans as needed to verify that all documents are accurate.

Additionally I agree to provide SCPOA and its civil engineer any and all electronic format documentation as necessary to perform said services.

Upon completion of the verification process, SCPOA will provide the Owner SCPOA's findings for further coordination of the submittal and review process. Any discrepancies between the Owner's submitted documentation and the SCPOA's civil engineer are to be ratified between the Owner's consultants and the SCPOA's civil engineering and architectural review consultants. Upon final determination of all parties the Owner will be required to resubmit documents, if necessary, for Architectural Committee review.

The SCPOA's civil engineer will provide all appropriate insurance certificates to the Owner and SCPOA prior to entering the property site.

My signature below signifies my understanding of, and agreement to, all the above information. Signature by an agent does not waive my agreement to these terms and conditions.

Owner / Applicate / Designated Agent		
Date:	Signed:	

## ATTACH DRAWINGS & ELECTRONIC FILES TO THIS COMPLETED APPLICATION & RETURN TO ASSOCIATION:

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