

Section E
Shore Cliffs Property Owners Association
Architectural Change Application

I. OWNER INFORMATION:

Date: _____

Owner's Name

Project Address

Mailing Address (If different from home address)

Home Phone

Day Phone

Fax

Email

II. PROJECT INFORMATION:

Start Date Upon Architectural Committee Approval: _____ Completion Date: _____

Note: Construction is to begin within six (6) months of Architectural Committee approval and to be completed within two (2) years for New Home and one (1) year for Remodel.

Please complete the following for the type of application being requested.
Refer to the Architectural Deposit Requirements.

Lot Number

Description

Deposit

Please fully describe the project on this application: _____

Design Team Information

The following design team is to be licensed and certified by the State of California:

ARCHITECT: _____ Phone: _____

LANDSCAPE ARCHITECT: _____ Phone: _____

CIVIL ENGINEER: _____ Phone: _____

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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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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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

