

ARCHITECTURAL APPLICATION CHECK-LIST

No Application Required.

No Architectural Application is required for minor repairs that are (a) made by an Owner or do not require more than 8 man-hours of labor, (b) do not require a building permit, (c) do not involve structural modification, (d) do not involve the delivery of bulk construction materials, *and* do not add to or alter any part of a property which is visible from a neighboring property, the street or the Lake – but if all these conditions are not met, an Application is required.

For All Repairs and Minor Remodels:

- Unless you meet an exception to the rule as provided in the first paragraph of this checklist, you must complete and submit an Architectural Application (3 copies).
- Any fee and security deposit must be paid.
- You must specify the estimated completion date in the Application.

For Major Remodels and New Builds:

All requirements for Architectural Applications specified above must be met, and:

- For longer or multi-stage projects you must attach to your Application a time schedule for the work.
- You may submit either Preliminary Drawings or Final Working Drawings for review; the plans you submit must comply with Architectural Rule 2.10.
- A Construction/Remodeling Agreement must be executed [Architectural Rule 3.3].

For Landscaping:

No Architectural Application is required to replace dying or dead plants or grass with the same or *similar* plants if (a) no Artificial Turf is to be installed *and* (b) the planted area and the footprint remain the same (but Rule 5.14 regarding plants and landscape remains applicable).

If you do not meet (a) *and* (b) above, all requirements for Architectural Applications specified above must be met, and:

- Your Application must include ¼"=1' scale drawings, including plant names, placement, whether existing or new, and plant sizes {see Architectural Rule 2.11}.
- See Architectural Rules 5.9.1 (hedges) and 5.14 (Landscaping).

Additional Requirement for Landscaping with Artificial Turf:

All requirements for Landscape Architectural Applications specified above, and:

- See Rules 5.14.2 (artificial turf). 5.14.1 (rear yard) & 5.14.4 (front yard).
- Submit a brochure and sample of the proposed turf from your supplier (different suppliers have produced different samples of the same brand and model turf....).
- Submit photos of the area to be covered in Artificial Turf.
- Provide square footage calculations for the plantable area and Artificial Turf area (please use the Association's Artificial Turf Calculation Sheet to ensure that all required information is provided, or include that information on your scale drawing).

Note: The single biggest reason Architectural Applications are delayed or rejected is that the application doesn't include the items specified in this checklist.

WESTLAKE ISLAND ARCHITECTURAL APPLICATION

Please submit this application along with **THREE** sets of your proposed plans to THE EMMONS COMPANY, One Boardwalk, Suite #102, Thousand Oaks, CA 91360, 805-413-1170 or to Tami at tamiz@emmonsco.net. Applications must be submitted at least one week prior to the Architectural Committee Meeting, which is typically held the 1st and 3rd Wednesday of each month.

PROPERTY OWNER: _____

PROPERTY ADDRESS: _____

PHONE: _____ **EMAIL:** _____

We submit the following for review: (Please check all that apply)

- Plans and Specifications Color Samples Hardscape Material
- Turf Sample Artificial Turf Calculation Sheet Other _____

Please describe the proposed modification or improvement. For color changes indicate where each color will be applied. We recommend the submission of pictures to accompany the application if possible.

Estimated Completion Date: _____, 202__; **a construction schedule is**__ / **is not**__ **attached.**

The undersigned certifies that we are the legal owner/owners of the above referenced property and that we have read and agree to abide by the Covenants, Conditions & Restrictions, and all Association and Architectural Rules and Regulations.

SIGNATURE OF OWNER	PRINT NAME	DATE
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*****Please do not write below this line*****

Clean Up Deposit: _____ Non-Refundable Fee: _____ Date Received: _____

PRELIMINARY APPROVAL: GRANTED__ DENIED__ DATE_____

FINAL APPROVAL: GRANTED__ DENIED__ DATE_____

PLEASE NOTE: PRELIMINARY APPROVAL DOES NOT GRANT PERMISSION TO PROCEED. WORK CAN NOT BEGIN UNTIL FINAL APPROVAL IS GRANTED. FINAL PLAN APPROVAL IS SUBJECT TO:

- _____ Obtaining all proper permits from Building & Safety
- _____ Obtaining any approval from Westlake Lake Management
- _____ Conditions as noted on the plans and as noted below
- _____ Receiving additional fee and/or deposit

NOTES: _____

SIGNATURE: _____

ARTIFICIAL TURF CALCULATION SHEET

- Rules 5.14.2 & 5.14.4 of the Island Architectural Rules provide that artificial turf shall cover no more than half of the plantable area of each of the rear and front yards --- please read those rules for other requirements, and make use of the Application Checklist.
- Applications to use Artificial Turf must include (1) scale drawings with dimensions, and (2) area calculations.
- You may use this form to show the calculations for the areas shown on your scale drawing (or, you may include these calculations directly on your scale drawing).
- Note: if your yard has irregular areas, you may omit the width/length columns below for those areas, but for each irregular area, your scale drawing must include (1) the sq. ft. calculations (or the calculations of your estimated sq. ft.) *and* (2) *all measurable dimensions*.
- Please use separate forms for the front and the rear yards.

This sheet is for (check one): the FRONT yard ____ [or] the REAR yard ____.

For the Planted (non-turf) Area of the yard ([A]):

<u>Area</u>	<u>Description</u>	<u>Width</u>	<u>Length</u>	<u>Area (ft²)</u>
1				
2				
3				
4				
5				
6				
7				
Total				_____ ft ² [A]

For the Turf-covered Area of the yard ([B]):

<u>Area</u>	<u>Description</u>	<u>Width</u>	<u>Length</u>	<u>Area (ft²)</u>
10				
11				
12				
13				
14				
15				
16				
Total				_____ ft ² [B]

Total Planted Area and Turf-covered Area of the yard ([A] + [B]): _____ ft²

Percentage of Turf to total Planted and Turf Areas ([B] / { [A] + [B] }): _____ %
 [must be < 50%, per Architectural Rules 5.14.2 & 5.14.4]