

Submittal General Form

Use this form if your project affects the outside of your house, including color, re-roofing, any additions or alterations, fences, and landscape walls. For project review by the Association; this form fulfills the purposes and requirements of Clauses II and V of the Association's CC&Rs.

Submittals:

Place an X in the box preceding the item if included.

- () **Submittal General Form** (green) – side one completed.
- () Paint sample of each color to be used.
- () **Neighbor Awareness Forms** (tan), completed by adjacent and facing neighbors, and/or others subsequently identified.

Larger projects that entail changes which alter the footprint of a residence may require the following items. Place an X in the box preceding the item if included.

- () Copy of City of Oakland approved Building Permit, if required by the City.
- () A set of plans meeting the requirements of the CC&Rs. Each plan sheet shall be reduced upon an 11 x 17 sheet, bearing on the lower right hand corner of each sheet, a symbol indicating its sheet number, and total number of plan sheets included in the set.

Owners' Statement:

We, the legal owners of the subject property make the submittal to request the Association review and determine the acceptability of our proposed project.

- *We agree not to commence any work on the proposed project until after Association approval and approval to proceed.*
- *We agree that in the event that we have commenced work prior to Association approval, we shall immediately cease further work until Association approval and approval to proceed.*
- *We agree that for the purposes of the review of the project during and after completion of the work, the Association may designate representatives who shall make appointments to be permitted to enter the property and inspect the progress of the project for the Association.*
- *We hereby release the Association from any liability for allowing any elements of work or construction which may cause any legal problems or be in conflict with applicable City Code or City requirements. In event of conflict, the more restrictive requirements shall apply.*

Briefly Described Project: _____

Property Address: _____

Submitting Owner: Print Name _____ Signature _____ Date _____

Home Phone _____ Cell Phone _____ E-mail Address _____

Submitting Owner: Print Name _____ Signature _____ Date _____

Home Phone _____ Cell Phone _____ E-mail Address _____

Procedures

When the Association finds the submittal adequate to initiate review procedures, the Architecture Committee will visit the property to identify neighbors who may be affected by the project and from whom the submitting owners have not obtained tentative approvals forms. The Association reserves the right to require additional submittals.

Upon the confirmation by the Association of the receipt of all requirements, the Association shall within 30 days approve or disapprove the proposed project. Submitting owners shall be invited to attend the Association action meeting.

Within 7 days of the Association decision, any party may submit written appeal to the Association for reconsideration. In the event appeals are received and found to be valid and relevant by the Association, the tentative decision of the Association shall be rescinded, pending a hearing at the next regular meeting of the Association. Submitting owners, those who have signed tentative approvals, and those who have submitted written appeals shall be notified of the location, time and date of such meeting. All appeals shall be made in person for consideration by the Association, after which the Association decision shall be final.

The Association shall notify the submitting owners of the approval/disapproval of their project by providing them with a copy of this **Submittal General Form** that has been completed and signed. If approval is subject to any stipulations, such shall be noted.

The original **Submittal General Form** (and related materials) will be retained by the Association for its files.

Submittal History:

Date **Submittal General Form** Received by Association: _____

Date and Recommendation by Architecture Committee: _____

() Approve Project

() Approve Project With Stipulation (Describe) _____

() Disapprove Project (Explain) _____

Date and Decision of Association: _____

() Approve Project

() Approve Project With Stipulation (Describe) _____

() Disapprove Project (Explain) _____

Date Stipulation Satisfied: _____

Date Completed/Signed Copy of **Submittal General Form** Sent to Submitting Homeowner: _____

Original Copy of **Submittal General Form** to HCA Coordinator

By: _____
Name

Title

Date