

Mabury Ranch

Architectural Submission Checklist

Forms Required (Two copies of each)

- Property Improvement Form (Completed & signed)
- Neighbor Awareness Form (signed)

Plans & specifications

- Three (3) sets of plans & specifications
- Drawn to scale 1/8" = 1'-0" or 1/4" = 1'-0"

Hardscape (patio slabs, walkways, planter walls, etc...)

- Dimensions shown on plans
- Shows grades for all hardscape (flow direction and slope)
- Shows elevation of hardscape (patio slab) in relationship to home's stucco screed
- Material specified for finished surfaces (concrete, brick, stone, etc....)
- Colors specified for finished surfaces

Landscape:

- Plant material species specified
- Plant material sizes specified (nursery container sizes)
- Plant material located on plans
- Dimensions for lot boundaries
- Dimensions showing locations of trees
- Dimensions of all planter areas
- Show grades for landscape areas (flow direction and slope)
- Show existing and proposed drainage systems

Raised Planters (planter area with soil level above surrounding soils):

- Drainage shown or specified
- Water proofing specified (between soil and building for fence surfaces)
- Material specified
- Finish colors/ material specified

Structures (patio covers, built in barbecues, gazebos, fountains, spas, fences, etc.)

- Dimensions (height, width & length) shown on plans
- Materials specified
- Finish colors specified

Forward all of the above material to:

**Tritz Professional Management
Services, Inc.
1525 East 17th Street, Suite A
Santa Ana, CA 92705**

Mabury Ranch Homeowners Association
Home Improvement – Architectural Application Form

(please print neatly)

The Declaration of Covenants, Conditions and Restrictions for our community requires that you obtain the approval of the Architectural Committee before commencing any improvements or alterations to your home or lot. To obtain this approval, please complete this form and mail or deliver along with the required copies of plans and other related materials to:

Tritz Professional Management Services, Inc.
1525 East 17th Street, Suite #A, Santa Ana, CA 92705

Homeowner name _____ Ph. # _____

Address where work to be performed _____ Evening Ph. # _____

Follow these steps:

Note: Each homeowner must submit plans and specifications for landscape, hardscape, patio, building improvements and solar power systems, to the Architectural review Committee prior to installation and commencement of work.

- 1) Read CC&R's Article V, Architectural Control.
- 2) Read Architectural Guidelines, Standard and Procedures.
- 3) Complete this form in its entirety (Application Form & Neighbor Awareness Form)
- 4) Enclose drawings and detailed plans/specifications (that are applicable to the submittal) by providing the following:
 - A. Complete dimensions of improvements proposed (drawn to scale).
 - B. Measurements of improvements in relationship to home and lot lines.
 - C. Identification of building materials and color scheme to be used (provide sample color chips).
 - D. Drawing showing affected elevations (patio covers, gates etcetera)
 - E. Description /drawing showing how drainage will be affected (flow direction and slope).
 - F. For landscape improvements, provide a landscape site plan indicating scope of work, materials, names of plants, and sizes of plants and drainage as noted in E above
 - G. Dimensions showing location of trees.
 - H. Specify water proofing material for raised planters.
 - I. SOLAR POWER SYSTEMS also require: 1: Detailed scale drawings of equipment, 2" Drawings proposed location, where it's to be installed, 3: Other related drawings & specifications.

Description of work to be performed: _____

* * Important - Read Carefully * *

Any Compliance with Local Government Ordinances, Building Codes and Mabury Ranch Homeowners Association Guidelines regarding architectural/ structural changes are strictly between the Homeowner and these regulation bodies. Approval of this request does not imply the Association's acceptance based upon the above-mentioned regulations. It is your responsibility to contact these regulating bodies as required.

If further architectural and/or design changes are to take place which are not part of this application, the applicant must submit a new application for the proposed improvements.

Your request will be reviewed by the Architectural Review Committee and will be given a decision within thirty (30) days of receiving a completed application including all plans and specifications as outlined above.

The undersigned homeowner acknowledges and agrees that:

1) I have received, read and understand the Architectural Guidelines, Standards and Procedures and agree that the provisions of the same are made a part of this application, including all homeowner obligations and liabilities therein. I also acknowledge that architectural approval is not intended to be, nor shall it be considered, a substitute for obtaining required local governmental permits, Inspections and approvals. I acknowledge that local governmental permits and inspections may be required and that is my responsibility to obtain all such permits and inspections at my sole expense.

2) No work on the proposed improvements shall commence until I have received written approval of my final improvement plans for the Architectural Review Committee and have satisfied all conditions of such approval.

3) My failure to obtain the required Architectural Review Committee approval of any improvements or to comply with all applicable architectural standards will constitute a violation of the CC&R's and I may be required to modify or remove such improvements at my sole expense.

Homeowner signature: _____ Dated _____

**Mabury Ranch Homeowners Association
Neighbor Awareness Form**

The intent of this form is to advise your neighbors who own residences facing and adjacent to your or your planned improvement. Failure to obtain these signatures could delay approval in cases where visibility, drainage, noise, etcetera are involved. However, while neighbor's comments are welcome, final disposition of all applications will be based on the application's conformance with architectural guidelines, standards and procedures.

The undersign Homeowner/ Applicant certifies that the attached plans and specification were made available to the following adjacent (next-door, rear & facing) neighbors as listed below.

Address of improvements: _____

Description of improvements: _____

Please have neighbors sign and complete this section

Next Door Neighbor name _____ Address _____
Signature: _____ Date _____
Comments: _____

Next Door Neighbor name _____ Address _____
Signature: _____ Date _____
Comments: _____

Rear Neighborname _____ Address _____
Signature: _____ Date _____
Comments: _____

Facing Neighbor name _____ Address _____
Signature: _____ Date _____
Comments: _____

Homeowner / Applicant Signature: _____ Submittal Date _____

MABURY RANCH, ORANGE

APPENDIX A – Paint Form

Property Address: _____

Paint Brand: _____

Color scheme from approved color schemes (if applicable). _____

Color (name and number) **PAIN CHIPS ARE REQUIRED TO BE SUBMITTED**

Stucco _____

Siding _____

Fascia-trim _____

Eaves _____

Accent (if applicable) _____

Front Door _____

Garage door and surround _____

Window Frames _____

Window Trim _____

Fencing:

Left _____

Right _____

Gate _____

Visible Storage Sheds (if applicable) _____

Rain Gutters _____

Wrought Iron _____