

## **ARCHITECTURAL SUBMITTAL AND APPEAL PROCESS**

### **Application Process/Plan Submittal Package**

Prior to the commencement of any addition, alteration, construction work or other improvements of any type to any Residential Unit or Exclusive Use Area you must submit an Architectural Application. Owners are obligated to review the Architectural Guidelines and prepare plans depicting any proposed improvement. To expedite the approval of plans, the plan must include specific details for each proposed improvement. Any Plan Submittal Package that does not contain the required details may be returned as incomplete and that will require that the owner resubmit their plans for approval.

### **Appeal Procedure**

In the event plans and specifications submitted to the Architectural Committee are disapproved, the party or parties making the submission may appeal in writing to the Board of Directors, not more than thirty (30) days following the disapproval decision. The Board within thirty (30) days of receipt of the written appeal will notify the owner of the Board's decision in writing. The failure of the Board to render a decision within the thirty (30) day period shall be deemed a decision against the appellant. The decision of the Board shall be binding and final.

See application on next page

## Application for Approval of Home Additions & Enhancements

**Application Fee: \$50**, payable to **Hiddenbrooke Property Owners Association, Inc.**

Owner _____	Neighborhood _____
Street Address _____	Home Phone _____
City, State, Zip _____	Work Phone _____
Email Address _____	Cell Phone _____

Please submit this application for all improvements planned at this time. Please check off that required documents are attached:

- Written description of the planned improvement to assist the HARC to visualize the appearance of the finished product, digital photo of products or similar finished project
- Sketch to scale depicting location and dimensions of hardscape, buildings, & show set-backs
- Construction material and colors with actual samples or color chips
- Listing of all plants using common names and map showing location of each plant
- Check for \$50 (Waived for Solar Applications)
- HOA's Approval letter if living in: Village, Fairway Villas, Reflections and Summit

Any approvals granted by the HARC are not considered a substitute for neighborhood HOA approval.

Variance requested for \_\_\_\_\_ (will need to submit signed notice to neighbors)

Work is to be performed by  Homeowner  Friends  Contractor  Other \_\_\_\_\_

Please "X" the items relevant to your improvement plans:

Landscaping	Front Yard	Back Yard	Side Yard
Trees & shrubs			
Ground Cover/Lawn			
Planters/Raised Beds			
Walls			
Astro Turf			
Athletic Play Equipment			
Pools/Spas/Water Features			
Patios/Decks/Hardscape			

Structure	Front Yard	Back Yard	Side Yard
Overhead Garden Structures			
Painting			
Building Alteration/Additions			
Fences			
Retaining Walls			
Lighting Fixtures			
Solar - # of Solar Panels seen from			

**Please Note:** Homeowners and/or their designated representatives are responsible for obtaining any necessary City of Vallejo permits. Any approvals granted by the HARC are not considered a substitute for following the building permit process for structural additions. Please contact the City of Vallejo Building Department at (707) 648-4374. Thank you for your cooperation.

Additional comments or list of contractors:

---



---



---



---



---

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

Please consult our web site for the next HARC meeting, where to mail your application and/or copies of the Design Guidelines and other HARC rules:  
<http://www.hiddenbrookeonline.org/hpoa/harc>  
 Email: [harc@hiddenbrookehpoa.org](mailto:harc@hiddenbrookehpoa.org)  
 It would speed your approval, if you would also email a pdf of your application and attachments.  
 Sorry but checks, color samples and construction materials must still be delivered.