



Chapter 7

Submittal and Approval Process

The *Hiddenbrooke* Architectural Review Committee (HARC), along with the City of Vallejo Planning and Building Division, is in charge of all project submittals and approvals for the development of individual lots in *Hiddenbrooke*. The following process provides builders and homeowners with the required submittal information and the general steps to obtain a HARC and City of Vallejo Department of Planning and Building approval for a project. Please contact the HARC representative to obtain a current letter detailing application procedures, timing, and fees. A planning representative from the City of Vallejo should be contacted to obtain the current procedures for a unit plan submittal.

1. Submittal for Custom Homes, Additions, Accessory Dwelling Units

STEP I

- a. **Preliminary Review:** An Owner or Builder (Applicant) will submit a preliminary set of plans, along with the preliminary application form and fee to HARC, and HARC will schedule a review meeting with the Chair and at least one other member of the Committee. The purpose of the preliminary approval procedure is to allow an Owner or Builder proposing to construct improvements an opportunity to obtain guidance concerning design considerations before expending substantial sums for plans and other exhibits required to apply for final approval. The preliminary architectural submittal must contain two sets of plans that include all exterior elevations, the floor plans, a schematic site plan with the footprint of the house, conceptual color and material selections, other pertinent features of the property and the filing fee.
- b. **HARC Recommendation:** Within fourteen (14) days of the preliminary review, HARC will forward a letter to the Applicant outlining comments, observations, changes, additional information, and recommendations. The Applicant will generate a revised set of plans that address HARC's review. If HARC is satisfied with the revised Plans, Applicant may proceed to Step II.

- c. **Consulting Architect:** After reviewing the revised Plans, HARC may require the Applicant to forward the plan to HARC's outside consulting architect for further review and comments, and to determine if HARC's comments were adequately addressed. The outside architectural review will be at the expense of the Applicant. The consulting architect will forward comments and recommendations within twenty-one (21) days of receipt of the plans. The applicant will make any changes and resubmit to HARC a final set of plans per Step II.
- d. **Story Poles and Netting:** HARC may require the Applicant to provide Story Poles and Netting that indicate the size and height of the proposed structure. The purpose of this requirement is to give the HARC committee members and the community an opportunity to access the overall potential massing of the proposed structure and determine its appropriateness for the size of the lot compared to neighboring residences. If required, the poles and netting must remain in place for thirty days prior to final HARC approval.

STEP II

- a. **Detailed Architectural Submittal:** Applicant will submit to HARC two detailed sets of plans for a final review ten days prior to the next scheduled HARC meeting. The submittal will include the following:
 - i. Site plan with house, grade, setbacks, driveways, fences, retaining walls, mailbox location, solar panels, any proposed gates
 - ii. Floor plan and roof plan
 - iii. Exterior elevations with materials and colors called out
 - iv. Material board with samples of colors per the manufacturer, exterior finishes, trim, windows, doors, roofing materials, exterior lighting, house numbers, mailboxes, and all other design features
 - v. A proposed construction schedule
- b. **Detailed Landscape, Irrigation System and Water Runoff Program:** Applicant will submit two sets of detailed Landscape and Irrigation plans that include:
 - i. Planting plan showing number, size, and species of all proposed trees, shrubs, plants and ground cover
 - ii. Irrigation plan showing all irrigation heads, valves, piping and controller locations

- iii. Construction plan showing grading, drainage, pools, spas, water feature, arbors, shade structures, walls fences, and other proposed site amenities
- iv. Elevations and/or details of any proposed arbors and shade structures, walls, fences, and any other site amenities
- v. The site plans must include a water runoff program in accordance with California State law
- vi. Plans must be drawn to scale. Builder: 1' - 20". Owner: 1/8" - 1'
- vii. All plans must include a legend for every element.

STEP III

HARC will either approve, approve with conditions or deny the submittal.

- a. If approved, the applicant will submit the approved or conditionally approved plans to the City of Vallejo Planning Division for unit plan review.
- b. If denied, the applicant will revise the plans to the satisfaction of HARC or withdraw the project.
- c. Once HARC and the Planning Division have fully approved the plans, the Applicant may submit construction documents to the City of Vallejo Building Department for building permits. Applicant's architect or designer must review any soils report requirements prior to the commencement of the construction drawings.
- d. If the Applicant does not obtain HARC approval within six (6) months of the initial submittal they will have to resubmit subject to the then current guidelines and fees.

2. Submittal Requirements for any Improvements and Enhancements to an Existing House or Yard

It is recommended that residents contact HARC prior to submitting small projects, non-like/kind plant replacement, tree replacement, house and yard repairs, door or window replacement, etc.

The requirements are as follows:

1. Projects must be submitted ten (10) days prior to the HARC meeting for review by committee members to verify that the submission is complete or if additional information is needed.
2. Projects will not be reviewed or scheduled for approval until the HARC Application Fees are received and the submittal is determined to be complete.
3. The following are minimum requirements for submission materials (electronic preferred) where applicable:
 - a. HARC application
 - b. HARC application fee
 - c. Site Plans with dimensions of the property and project, setbacks from property lines and easements noted. For large projects an 11' x 17' site plan is recommended but not required. Electronic 8" x 11" copies are required for the HPOA files.
 - d. Project elevations with heights and size clearly noted, colors and materials noted with samples. Pictures are encouraged.
 - e. In order to determine the amount of hardscape versus vegetation, calculations indicating the total amount of concrete, artificial turf, pavers, and lawn/ planting are to be included for all existing and proposed hardscape. These may be noted on plans or on a separate calculation sheet.
 - f. Sample pictures of examples are acceptable for elevations and plant arrangements.
 - g. Provide plant lists and sizes (gallons) to be planted. Plans should show locations of plants accurately with mature sizes shown on the plan. Dimensions for large shrubs and trees are recommended to speed up review and approval.

3. Project completion deadlines

HARC, at its sole discretion, may establish deadlines for a project's completion based on a variety of circumstances. However, as a general rule projects are to be completed as follows:

- a. Minor projects and solar installation not needing Committee review must be completed in a timeframe determined by the Chairperson.

- b. Projects that are correcting a CC&R violation must be completed within three (3) months of approval.
- c. Projects not needing City permits such as landscaping, painting, patios must be completed within a reasonable length of time but in no event longer than six (6) months. The timeline will be included in the approval letter.
- d. Projects needing City permits such as patio covers, trellises, gazebos, pools, hot tubs must be completed within nine (9) months
- e. Large additions and Custom Homes must commence within one (1) year of receipt of HARC approval and be completed within two (2) years of HARC approval.
- f. If projects are not completed within the specified timeframe, Owners will need to apply for an extension by paying another Application fee and comply with any rule or review changes or requirements.
- g. Failure to comply with the set timeframes will be considered a CC&R violation and subject to further action.