

## ARCHITECTURAL GUIDELINES AND PROCEDURES

All improvements and modifications to the exterior of your home or property require Architectural Committee (AC) approval. This includes actions such as major landscaping or hardscaping, earth movement or grading, tree removal, perimeter fence construction or replacement, home expansion or alteration, change of paint scheme, roof replacement, pool resurfacing, installation of solar panels and new home or outbuilding construction, among others.

Before starting any planning for projects and prior to submittal of any preliminary or final plans, homeowners, agents, architects and other applicants should review the *Bell Canyon Architectural Standards*, Section 6 – “Site Design Guidelines.” This will help avoid expensive alteration to submittal plans, caused by any inconsistency with the community's standards, and reduce the number and duration of Committee review and hearings.

### OPTIONAL CONCEPTUAL OR PRE-SUBMITTAL REVIEW

The conceptual or pre-submittal review process can involve both informal and formal consultations with both AC staff and members. The Community desires that the architectural review process be as an efficient and collaborative process as possible. As such, prospective applicants are urged to approach the review process in a collaborative manner, seeking input from the Committee and its staff at the earliest possible instance. Whether just a phone call for simple projects or a formal consultation for more complex proposals, early and complete consultation is essential to assist in providing a smoothly functioning review process.

#### *Pre-Submittal Review Process*

- Pre-application meeting with the AC consultant or staff. All corrections must be addressed in accordance with the Architectural Standards prior to the project being placed on the agenda.
- One set of the plans should then be provided to the AC, Monday through Friday during posted business hours. An electronic version of the plans in pdf format must also be e-mailed to the AC Coordinator.
- There is an application to fill out as well as an application fee to pay. Please see fee schedule.
- To be included on an AC meeting agenda, plans, application form, and fee must be submitted by 12:00 noon a minimum of seven working days before a scheduled meeting.
- The Committee meets the second Tuesday of every month.
- Agendas are set by 4:00 PM on the Thursday before a meeting and are final.
- Late submittals will be held for the next meeting agenda.
- Neighboring property owners will be given an opportunity to inspect and comment on the plans. Such comments will be considered by the AC during their deliberations.
- Once on the meeting agenda, the AC will provide written acceptance, or required corrections, or denial, by e-mail or mail within 30 days of the meeting date.

#### *Pre-Submittal Plan Requirements*

Requirements for conceptual or pre-submittal plan review include the following:

- Preliminary site plan
- Building schematics
- Conceptual elevations
- Conceptual landscape plan
- Preliminary grading plan (if applicable).
- For new construction - Plan Submittal Acknowledgement Form.
- For all additions, remodels, revisions, and as-builts - Amended Plan Submittal Acknowledgement Form
- Plan submittal fee

*Plan Standards:*

- Submitted plans must be professionally prepared and drawn to scale, accurate and legible. Plans must be submitted by the property owner or agent authorized in writing by the owner.
- Plot plan showing property lines, all dimensions, size and location of all existing and proposed improvements including buildings, edge of roads, driveways, walks, patios, terraces, pool, sport courts, walls, fences, service yards, heating and cooling equipment, pool equipment, trash enclosure, etc. Natural features including all mature trees, labeled by species, creeks or drainages, major rock outcroppings and boulders. Include all easements, setbacks, horse trails and other recorded land use restrictions. Provide topography and existing and finished grades and heights of all structures.
- Elevations showing all exterior design details. Four-sided design is required. Provide exterior architectural details such as eave details, door and window schedule (including manufacturer and type), door and window headers, jamb and sill details, decorative rails and/or balustrade details, and any other details, which might apply.
- Four-sided colored renderings.
- Conceptual landscape plan.
- A color board with samples of all materials and paint colors including manufacturer and color codes.
- A project breakdown including the square footages of living space, garage, decks and patios. Include new, existing and areas to be remodeled.
- Preliminary grading plan, if applicable, must include a calculation of the amount of dirt to be moved, whether it is balanced onsite and an estimate of the net amount of dirt to be exported and imported while grading, if any.

If for some reason you feel that you are unable to comply with the requirements of the “Site Design Guidelines,” you will be required to apply for a variance or a revocable license. In order to get these types of applications approved, the applicant must demonstrate that there are no reasonable alternatives.

After inspection of the property and review of your preliminary submittal, the Committee may require additional information including, but not limited to, surveys, story poles, Dig Alert markings, etc. All issues should be resolved at this conceptual phase of review, prior to proceeding with final plans.

No plans will be reviewed if there are any delinquent assessments, violations, charges or penalties

against the property. If there are any existing violations of the Architectural Standards or the CC&R's at the time of submission of plans, these must be corrected or resolved first.

## FINAL REVIEW AND APPROVAL PROCESS

### *Submittal Requirements*

Provide:

- Final, approved building permit plans.
- Standard AC Requirements must be listed on the cover sheet of the plans.
- Two Sets of Stamped, County approved grading and drainage plans.
- County Grading Permit.
- Storm Water Pollution Control plan (SWPCP).
- Professionally prepared landscaping plan, which includes plant list and irrigation plan.
- Completed Plan Submittal Form.
- Completed Grading Plan Submittal Form.
- Statement from civil engineer relative to the total cut, total fill and quantities of any import or export.

### *Procedure*

- To be included on an AC meeting agenda, plans, application form (s), and fee(s) must be submitted by 12:00 noon a minimum of seven working days before a scheduled meeting.
- The Committee meets the second Tuesday of every month.
- Late submittals will be held for the next meeting agenda.
- Agendas are set at 4:00 PM on the Thursday before a meeting and are final.
- Once on the meeting agenda, the AC will provide written approval, or required corrections, or denial, by e-mail or mail within 30 days of the meeting date.

### *Inspections*

- The AC may inspect or have inspected all properties for which plans have been submitted to the Committee for approval.
- The AC will give twenty-four (24) hours' notice to the owner before going onto the property for an inspection.
- Inspections will check for the following:
  - Accuracy of plans submitted.
  - Any existing violations, including but not limited to unapproved structures, structures within easements or setbacks, drainage onto parkways or trails, missing or inappropriate fences or enclosures.
  - Compatibility of the proposed improvements with the neighborhood and/or lot.
  - General condition of the property and existing structures.
- Prior to the refund of construction deposits, a final inspection and approval will be conducted to insure that projects conform to the approved plans, the Architectural Standards and the Community's CC&R's.

## PRIOR TO STARTING CONSTRUCTION

Before grading or construction can begin, you need to be placed on the Approved Construction

List by the AC, which requires the following:

- A letter of final approval from the Committee.
- Completion of all appropriate BCA construction forms.
- Payment of all applicable fees and deposits.
- All assessments current (your lot may be removed from the Approved Construction List and entry through the front gate of construction traffic to your lot denied, if your assessments become delinquent during the project).

**PROCEDURE TO REQUEST RECONSIDERATION OF AN  
ARCHITECTURAL COMMITTEE DECISION**

If approval of plans for a proposed structure or proposed grading (or for proposed alterations) is withheld by the Architectural Committee, the member who presented the plans is entitled to request reconsideration of the Committee's decision by the Board of Directors. In addition, if an approval of plans presented to the Architectural Committee is subject to any condition or requirement imposed by the Committee, the member who presented the plans may request that the Board reconsider the Committee's decision.

To request reconsideration by the Board, the member should submit in writing, over the signature of the owner, a request to the Board. The request must be received at the Association's offices within 30 days of the date of the Committee's written disapproval. The Association will send notice to the member of the date and time at which the Committee's decision will be reconsidered by the Board. Reconsideration shall be at an open meeting. The meeting will be held and the Board's written decision will be made not later than 30 days following receipt of the member's request.

**Adopted: 7/23/2009**