

APPENDIX A

Encinitas Ranch Community Association  
Architectural Committee

**Exterior Improvement Application**

c/o Keystone Pacific  
5050 Avenida Encinas, Suite 160  
Carlsbad, CA. 92008

(760) 643-2200

Date \_\_\_\_\_

Owner(s) \_\_\_\_\_

Property Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_  
*Required* *Required*

**Complete Section A for repainting your house or Section B for all other home improvements requiring an application. Also, all applicants need to complete Section C.**

**SECTION A: PAINTING**

**Before you complete and submit this application, please read Appendix A-1 New Exterior Paint Guidelines.**

If you still have questions, please consult Appendix J (Frequently Asked Questions) of the Architectural Standards at [www.encinitasranch.org/design](http://www.encinitasranch.org/design) or contact the Management Company.

**Submittal Requirements:** Please check to signify you have completed and/or included each item. Incomplete submittals will delay the review of your application.

- Completed and Signed Exterior Improvement Application.**
- A **digital photograph** of the front elevation of your house with the current colors.
- A hand or digital rendering of the front elevation of the house with your preferred pallet.
- Please complete a **description** of the proposed painting/texture changes in the chart on page 2 including a list of colors with the manufacturer’s name, paint color name and paint color number.
- Confirm that three sets of paint chips or samples are available and that you have painted samples of the proposed color scheme on one side of your house and indicate the location and note if the AC members can enter your property to inspect.**

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Architectural Element	Description (example: new, existing, type of material, front, rear, etc)	Paint Brand, Color, Number
<b>Siding (Field Color)</b>	<i>Note that some siding elements are architectural accents (small areas) that can take an accent color rather than a field color</i>	
Stucco		
Wood Horizontal		
Wood Vertical		
Wood Shingle		
<b>Masonry Accent or Siding</b>		
<b>Trim Color(s)</b>		
Stucco Raised Trim		
Roof Fascia		
Roof Rafter Tails		
Gable Ends		
Wood Brackets		
Wood other		
Railings		
Pickets		
Support Beams		
<b>Accent Color(s)</b>		
Doors and Casings		
Front		
Garage		
French		
Shutters		
Other		
<b>Decorative Metal Detailing</b>		
<b>Front or Side Entry Gates</b>		
<b>Exterior Light Fixtures</b>		
<b>Other:</b>		

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**SECTION B: OTHER EXTERIOR IMPROVEMENT**

**Description of the proposed improvements and attached plans:**

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- MINOR APPLICATION**
- MAJOR APPLICATION**

**NOTE: This section of the application is for all improvements requiring an application other than painting. Review Chapter 2 of the current Architectural Standards for lists of improvements that would be examples of minor and major improvements.**

**Submittal Requirements:** Please check to signify you have completed and/or included each item required. Incomplete submittals will delay the review of your application.

- Completed and Signed Exterior Improvement Application Form and Fees.**
- Digital photos** of the existing exterior condition(s): Provide overviews of the yards, fences, dwelling unit exterior elevations, walkways and/or landscaping to be modified.
- Existing Site Plan:** Digital submission in PDF format preferred or, if hard copy, two (2) sets of the plans drawn on a minimum 11” x 17” page. The Site Plan must be drawn to a minimum scale of 1”= 10’-0” and must clearly indicate all property lines, easements, the location of all existing improvements, and the demo plan (dwelling, driveway, patios, pools, spas, fire appliances, planting beds, lawn, etc.) and all City established setbacks and any Brush Management/Fire Zones, if applicable. Submittal plans must have all dimensions identified.
- Proposed Site Plan:** Digital submission in PDF format preferred or, if hard copy, two (2) sets of the plans drawn on a minimum 11” x 17” page. The Site Plan must be drawn to a minimum scale of 1”= 10’-0” and must clearly indicate all property lines, easements, the location of all proposed improvements (dwelling, driveway, patios, pools, spas, fire appliances, planting beds, lawn, etc.) and all City established setbacks and any Brush Management/Fire Zones, if applicable. Submittal plans must have all dimensions identified.
- Proposed Improvement Drainage Plan:** Submittals for additions, additional hardscape, pools, spas and other improvements likely to disturb the existing drainage will be required to include a drainage and grading plan. This must indicate all proposed and existing drain inlets

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and direction of water flow. The Architectural Committee review of this plan is for information only. The AC is not responsible for the design or installation of proper drainage.

**In addition to the site plans above, you must provide improvement details and specifications applicable to your project.** Read through the list below. Check and include all items that are applicable. Note that digital submission in PDF format preferred or, if hard copy, two (2) sets of the plans drawn on a minimum 11" x 17" page and/or two (2) sets of specifications on a minimum 8.5" x 11" page.

### **Exterior Elevations** (any modification to the residence)

- The Exterior Elevations must be drawn to a minimum scale of 1/8"= 1'-0" and must indicate the location of all proposed elevation modifications as they relate to the dwelling unit, including walls, additions, remodels, window replacements, attached patio covers, awnings, balconies, pools, spas, fountains, decks or trellises. Exterior Elevations must show the entire extent of each side of the residence to be modified.
- Include a description and/or brochures of all materials, colors and specifications to be used, such as stucco, siding, masonry, tile, window and roof trim, shutters and balcony railings. If applicable provide window and door schedules. Identify the frame color, operation, size and manufacturer of all new or replacement doors and windows.

### **Roof Plan**

- The Roof Plan must be drawn to a minimum scale of 1/8"= 1'-0" and indicate the location of all proposed roof improvements or modifications including additions, roof modifications, attached patio covers, trellises, and/or solar panels or other equipment installations. Provide dimensions for all new construction.
- Include a description of all materials, colors and specifications of items to be used, such as roof tiles.
- The City submittal plan set for any proposed Photo-voltaic solar collectors must be submitted in its entirety to the AC.
- I/We understand that solar panels may only be mounted in locations visible from the street when the cost to relocate those panels to other roof areas would increase the total cost of the installation by more than \$1,000 or decrease the total efficiency of the system by more than 10%. When solar panels must be mounted in locations visible from the street, a written explanation of the cost increase/efficiency decrease from the Installer will be provided to the Association with the Improvement Application. Note: Corner lots must conceal the solar panels from both street elevations;

### **Floor Plan(s)**

- The Floor Plan for new additions must be drawn to a minimum scale of 1/8"= 1'-0" and must indicate the location of all proposed improvements as they relate to the dwelling unit, attached patios, balconies, decks or trellises. Provide dimensions for all new construction.

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### **Front Yard Planting Plan**

- The Planting Plan must be drawn to a minimum scale of 1"=10'-0" and shall indicate the location of all existing (identify if to be removed or retained) and proposed planting beds, shrubs, hedges and trees.
- Note the required irrigation system will be installed. Drip irrigation is preferred especially at fence lines.
- The Planting Plan must also include a **Plant Legend** identifying by name, size and quantity the new trees, shrubs, and plants to be installed.
- If installing Synthetic Turf include the **Synthetic Turf Installation for Front Yards Checklist and Certificate**.

### **Yard Structure Plan**

- The Yard Structure Plan for the proposed improvements must be drawn to a minimum scale of 1/8"= 1'-0" and **shall include the Site Plan and Exterior Elevations** for all proposed yard structures including walls, free standing patio covers, trellises, gazebos, arbors, built-in barbeques, fire-pits, fireplaces, decks, planters, pools, spas, fountains, or other permanent structures. Provide dimensions for all new construction.
- Include a description of all materials, colors and specifications of the proposed structure(s).
- If installing a pool or spa, indicate that you have read and will comply with **Appendix A-2, ERCA Pool Equipment Policy, of the Architectural Standards which can be found at [encinitasranch.org/design](http://encinitasranch.org/design)** or contact the Management Company for a copy.
- If installing fire appliances (grills, fire pit, fireplace, fire feature), include the manufacturer's installation specifications noting the set back requirements for each appliance.
- If installing a glass wall, include **Glass Wall for Rear Yard Installations Checklist and Certificate and executed Permissive Maintenance Agreement** if applicable.

**Other:** Other requirements include but are not limited to construction details/drawings, construction material specifications, material colors and samples, paint colors and samples, city permits, (Exterior Paint Application, if applicable) and any other information necessary to explain the proposed improvement.

**If City permits have already been secured, please include a copy of those with this application.**

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### **SECTION C: FEES AND SUBMITTAL METHOD**

**Fees:** Processing \$\_\_\_\_\_

Additional Review and Approval Fees \$\_\_\_\_\_

**(The AC will notify the homeowner through Keystone Pacific if any additional fees are required.) See Section D of this application for current fees.**

**If you have questions about submittal requirements, please consult the Architectural Standards and Appendices at [encinitasranch.org/design](http://encinitasranch.org/design) or contact the Management Company.**

***Neighbor Notification:** Neighbor notifications may be sent by the Management Company at the discretion of the AC.*

***Submittal Method:** This application, plans, samples, fees, city permits and other documentation (Submittal Package) must be submitted to the AC through the Management Company via mail at the address listed above or via e-submittal to: [pcampbell@keystonepacific.com](mailto:pcampbell@keystonepacific.com). The Management Company will forward the completed Submittal Package to the AC for review. Please note that it may take up to 45 days for the Architectural review process. We therefore encourage applicant to begin this process well before the work is scheduled.*

**The obligation to acquire all permits and to assure proper installation and future maintenance of planned improvements in accordance with the CC&Rs, these Architectural Standards and Guidelines, City permits and codes, fire codes, county regulations, manufacturer's installation guidelines, etc. are the sole duty of - and will remain that of - the homeowner and no review or approval of plans relieves the homeowner of that duty.**

***Other Notes and Comments:***

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*Owner's Signature*

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*Owner's Signature*

*FOR OFFICE USE ONLY*

*Date received* \_\_\_\_\_

*Submitted to AC on* \_\_\_\_\_

*Approved* \_\_\_\_\_

*Denied* \_\_\_\_\_

*Conditional Approval* \_\_\_\_\_

*Decision Letter sent on:* \_\_\_\_\_

*Comments:* \_\_\_\_\_

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### **SECTION D: APPLICATION FEE SCHEDULE**

Exterior Applications for Improvement must be submitted to the Architectural Committee for review and, when applicable, must include the following fees. Review fees are set based on average historic costs for processing and reviewing the different levels of applications for exterior improvements. The fee schedule will change from time to time. Homeowner's can keep fees lower by providing clear and complete submittal packages for improvements.

- Refer to the Architectural Standards, Chapter 2 for examples of improvements that are considered Minor or Major: [encinitasranch.org/design](http://encinitasranch.org/design)
- **If a Consulting Architect Review Fee is applicable, please contact Keystone Pacific at [pcampbell@keystonepacific.com](mailto:pcampbell@keystonepacific.com) or 760-643-2200 to determine which firm will be reviewing the application and to whom the check should be made payable.**
- **Management Processing Fee** check shall be made payable to: Keystone Pacific.  
\*Installation of a back yard glass wall requires additional fees.

<b>Application</b>	<b>Consulting Architect Review Fee Required (<i>Make check payable to Encinitas Ranch Community Association</i>)</b>	<b>Management Processing Fee Required (<i>Make check payable to Keystone Pacific</i>)</b>
Minor Application	none	\$100.00*
Major Application (Front or rear yard)	\$225.00	\$100.00
Major Application (Front and rear yards; house remodels; very complex, large improvements)	\$375.00	\$100.00

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\* Installation of a Glass Wall in the Rear Yard will also require completion of a Permissive Maintenance Agreement (PMA) that will be filed with the County Recorder's Office and recording fee of \$285.00.

*The following additional Consulting Architect Review Fees may be required at the discretion of the AC.*

*Incomplete Application/Resubmittal Fee ----- \$125.00*

*All other additional Consulting Architect Services -----\$195.00/hour*