

LAGUNA AUDUBON II MASTER ASSOCIATION

ARCHITECTURAL REVIEW APPLICATION SUBMITTAL CHECKLIST (Homeowner to Complete)

A description of what must be included on each of the drawings required below may be found in the Community Design Guidelines.

Exterior Home Improvements

These must be completed by all applicants for improvements involving, but are not limited to: exterior home painting, light fixtures, garage and front door replacement

- Completed *Architectural & Landscape Modification Application***
- Neighbor Awareness Form*** - Signed
- Plot Plan*** (not needed for garage & front door replacement)
- Photographs of the home***

Landscape Improvements

These must be completed by all applicants for improvements involving all landscaping in any yard including, but are not limited to: plant material, hardscape, decks, patio, spa or pool, lighting fences and walls

For fencing between neighbors on the property line: Neighbor/co-owners of fence must submit separately.

- Completed *Architectural & Landscape Modification Application***
- Neighbor Awareness Form*** - Signed
- Landscape Plan*** including drainage, groundcover, large shrubs, and trees
- Photographs of the home***

Exterior Home Additions

These must be completed for exterior alterations including but not limited to: room additions, patio covers, trellises and sunshades, gazebos, balcony, window and door treatment, and exterior material changes or additional light fixtures

- Completed *Architectural & Landscape Modification Application***
- Neighbor Awareness Form***- Signed
- Exterior Elevations:*** to include dimensions, material and color
- Floor Plans or Plot Plan***
- Roof Plan of the home***

Homeowner Signature: _____ Date: _____

Address: _____

LAGUNA AUDUBON II MASTER ASSOCIATION
REQUEST for ARCHITECTURAL EXCEPTION
(Homeowner to Complete)

Please complete this request form, the submittal checklist form, and attach one (1) copy of your proposed plans highlighting the improvement(s) you are requesting an architectural exception.

Mail or deliver to:
LAGUNA AUDUBON II MASTER ASSOCIATION
c/o Seabreeze Management Company
26840 Aliso Viejo Pkwy, Suite 100
Aliso Viejo, CA 92656

Homeowner: _____ **Date:** _____

Property Address: _____

Mailing Address (if different): _____ **City:** _____ **Zip:** _____

Home Phone Number: _____ **Business or Cell Phone Number:** _____

Architect, Engineer or Homeowner's Representative (if applicable):

Name: _____

Email: _____

Phone: _____

Describe improvements exception desired – give full details of type and extent of improvements, material, colors, and location on the lot. Include all plans, elevations, photos or other items per checklist. Explain why an exception should be allowed (attach additional sheet if necessary). _____

I UNDERSTAND AND AGREE THAT:

No work on this request shall commence until written approval of the Committee has been received.

I FURTHER UNDERSTAND AND AGREE THAT:

Architectural exceptions are only effective when evidenced in writing, signed by a majority of the Committee and upon recordation with the Orange County Recorder's Office. The requesting homeowner shall be responsible for any and all fees incurred by the Association for preparation of the appropriate documents to effect an architectural exception.

Homeowner Signature: _____ Date: _____

FOR COMMITTEE USE ONLY

Approved

Approved with Conditions

Denied

Conditions: _____

Signature: _____ Signature: _____ Date: _____

LAGUNA AUDUBON II MASTER ASSOCIATION

NEIGHBORING PROPERTY OWNER AWARENESS FORM

Homeowner _____ Property Address _____

NEIGHBORING PROPERTY OWNER AWARENESS – The intent is to advise your neighbors who own property adjacent to and in the immediate vicinity of, your lot (property) line or unit, of your improvement plans. Neighbors must sign this form and may add their comments in the space provided below. Each neighbor must also initial each set of plans. Advise your neighbor that he/she may independently submit comments to the management company. A neighbor's objection to the plans will not necessarily cause Committee denial of the plans if the plans comply with the Community Design Guidelines. Final decision is made by the Committee.

Signing this form does not denote approval of the plans. It only indicates you are aware of planned improvements.

REAR NEIGHBOR
Address _____
Name _____
Comments:

Signature: _____

REAR NEIGHBOR
Address _____
Name _____
Comments:

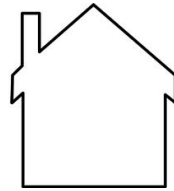
Signature: _____

REAR NEIGHBOR
Address _____
Name _____
Comments:

Signature: _____

NEXT DOOR NEIGHBOR
Address _____
Name _____
Comments:

Signature: _____



YOUR HOUSE

Address _____

NEXT DOOR NEIGHBOR
Address _____
Name _____
Comments:

Signature: _____

STREET

FACING NEIGHBOR
Address _____
Name _____
Comments:

Signature: _____

FACING NEIGHBOR
Address _____
Name _____
Comments:

Signature: _____

FACING NEIGHBOR
Address _____
Name _____
Comments:

Signature: _____

Circulated by: _____ Date: _____
Homeowner

LAGUNA AUDUBON II MASTER ASSOCIATION

NOTICE OF COMPLETION FORM

[DO NOT return with Application. To be submitted separately within 30 days of completion of work]

Property Owner's Name: _____

Property Address: _____

Mailing Address: _____

Daytime Phone: _____

Evening Phone: _____

Work Completed (please circle one or more)

Room Addition

Front Yard

Fence/Wall

Pool/Spa

Patio Cover or Gazebo

Rear Yard

Lighting

BBQ

Landscaping

Painting

Other: _____

Notice is hereby given that the undersigned is the homeowner of the property where the work took place and that the work was completed according to approved plans on the date specified below:

Date Work Completed: _____

Today's Date: _____

Property Owner's Signature: _____

Please attach photographs that clearly show all work as completed. Additional photos may be requested.

Return to:

**Laguna Audubon II Master Association
c/o Seabreeze Management Company
26840 Aliso Viejo Pkwy, Suite 100
Aliso Viejo, CA 92656**

ARCHITECTURAL COMMITTEE USE

Work has been completed according to approved plans:

Signature _____

Date _____