

The Heights at Porter Ranch
ARCHITECTURAL REVIEW COMMITTEE
INSTRUCTIONS FOR APPLICATION FOR IMPROVEMENT

Address: _____

Please read each clause and initial next to each one:

_____ The preservation of the architectural character of your community is the responsibility of every homeowner. Every home will influence the aesthetic beauty of the entire community and the property value of all homes.

_____ The latest version of the Northridge Heights Community Association Architectural Standards and Guidelines is dated 20 November 2001 and should be reviewed thoroughly by each resident, but especially by any residents requesting changes to walls, fences, gates, patio structures, sunshades, trellises, gazebos, drainage, paved areas, lighting, plants, trees, adornments, ornaments, pools, spas, structural changes, exterior colors and finishes. The Architectural Standards are available on the community website at www.theheightsatporterranch.org.

_____ Neighbors' signatures are required for walls, fences, children's playground fixtures or anything (not including trees/bushes) exceeding fence/wall height. The Association does not guarantee a Homeowner's view.

_____ All exterior modifications, including landscape, hardscape and structural/architectural, must be approved by the Architectural Committee prior to commencing work. Failure to submit this completed Architectural Application before commencing work and failure to obtain the required signatures/approval before commencing work will result in a fine of \$100 or more.

_____ This form, and any blueprints, drawings, photos or paint swatches, must be submitted to the guard house at least one day prior to the monthly board meetings. Meetings are held on the 3rd Tuesday of each month.

_____ If this form is incomplete, or if any supporting documents are missing, the application will be rejected and the form will not be reviewed again until the following monthly board meeting.

_____ The decision to approve or reject applications is made by volunteer committee and board members with knowledge of architectural standards and guidelines for the community and may take up to 30 days. Approval or rejection letters will be mailed the Monday or Tuesday following each board meeting.

_____ If a rush is requested, a fee of \$200 payable via check to Porter Ranch Community Association Management will be required. Ten working days will be needed to process the application, assuming the form is complete and supporting documents are in order. The payment of the rush application fee does not guarantee that an application will be approved, only that it will be expedited.

_____ Applicant must obtain and submit a City or County permit as required prior to commencing any work.

_____ Approval of any plan by the Committee does not waive the necessity of obtaining the required City and County permits. Obtaining a City or County permit does not waive the need for Committee approval. The Committee will not knowingly approve a plan that is in violation of the City or County building or zoning code. Approval of proposed plans by the Architectural Committee and/or Board does not constitute waiver of any requirements of applicable governing agencies.

If you have any questions, please contact our property manager, Ed Parada, at (818) 927-1450 or Ed@PorterRanchCAM.com.

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ARCHITECTURAL REVIEW COMMITTEE**

APPLICATION FOR IMPROVEMENT

Homeowner Name: _____

Work Address: _____

Mailing Address (if different): _____

Home Phone: _____ Cell Phone _____

Business Phone: _____ Email Address: _____

Proposed Work (attach a separate sheet if necessary): _____

Proposed Start Date: _____ Proposed End Date: _____

Name of Contractor: _____ Phone: _____

Contractor's License # _____ Expiration Date: _____

Plans/Paint Samples Attached: Yes / No

Building Permit Required: Yes / No Building Permit Attached: Yes / No

The undersigned neighbors have reviewed the attached plans/specifications (if required):

Name	Address
1. _____	_____
2. _____	_____
3. _____	_____

Applicants Signature: _____

Date Submitted: _____

Date Resubmitted (if required) _____

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APPLICATION FOR IMPROVEMENT

Disapproved

Reason: _____

This application may be resubmitted for reconsideration once the reasons for disapproval are addressed.

Approved with conditions

Conditions: _____

The above conditions must be met or this approval will be rescinded, the modifications will need to be reversed and the homeowner will be subject to fines for violating Association Rules.

Approved

Signature	Position	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date Notified: _____

Date Re-notified (if required) _____