

Newport Hills Community Association

Application for Architectural Committee Approval

The Amended and Restated Declaration of Covenants, Conditions and Restrictions and Reservation of Easements for Newport Hills, a Planned Residential Development (the "Restated CC&R's") requires that you obtain the approval of the Newport Hills Architectural Review Committee (ARC) before commencing any improvements or alterations to your home. To begin the approval process, please complete this form and mail or deliver it along with the application fee, the required copies of your improvement plans and all other required materials to:

Newport Hills Community Property Manager

1900 Port Carlow Place

Newport Beach, California 92660

Phone: 949-721-1929 Fax: 949-706-3659

Owner

Name: _____ Date: _____

Address: _____

Lot Number: _____ of Tract No. _____

Home Phone: (____) _____ Business Phone: (____) _____

Cell Phone: (____) _____ E Mail: _____

Proposed Starting Date: _____ Completion Date: _____

Brief Description of Proposed Improvements: _____

Owner's Representative (architect, contractor or other)

Company: _____

Contact: _____

Address: _____

City, State, Zip _____

Business Phone: (____) _____ Business Fax: (____) _____

Cell Phone: (____) _____ E Mail: _____

Newport Hills Community Association

Application for Architectural Committee Approval

Please submit the following information with this Application:

1. Three (3) sets of the complete plans and specifications for your proposed improvements that satisfy all of the requirements set forth in the Architectural and Landscape Design Standards for the Newport Hills Community Association (Standards).
2. Small material samples of a size that can be retained by the ARC, color samples and/or manufacturer's literature describing materials, finishes and/or colors.
3. A completed Submittal Checklist in the form attached.
4. A completed and signed Neighbor Awareness Form identifying all Facing, Adjacent and Impacted Neighbors.
5. Your Review Deposit in the amount of \$ _____ (see FEE SCHEDULE)
6. For any improvements requiring City approval, evidence that you have applied to its appropriate departments for such approval.

The undersigned Owner acknowledges and agrees that:

1. I/we have received, read and understand the Standards and agree that the provisions of the same are made a part of this Application, including all homeowner obligations and liabilities therein. I/we also acknowledge that Architectural approval is not intended to be, nor shall it be considered, a substitute for obtaining all required City and any other governmental permits, inspections and approvals. I/we acknowledge that City building permits and inspections may be required and that it is my/our responsibility to obtain all such permits and inspections at our sole expense.
2. No work on the proposed improvements shall commence until I/we have received written approval of my/our final improvement plans from the ARC and have satisfied any and all conditions to such approval.
3. All approved improvements must be completed within the applicable time period specified in the Guidelines and Standards. If such improvements are not completed within that time period, I/we understand that we must apply to the ARC for an extension.
4. I/we will notify the ARC within 30 days after the improvements are completed, by way of submitting the "Notice of Completion" form, that such completion has occurred and will permit the ARC representatives to inspect such improvements to verify their completion in accordance with the approved plans.
5. My/our failure to obtain the required ARC approval of any improvements or to comply with all applicable Architectural Standards will constitute a violation of the Restated CC&R's and I/we may be required to modify or remove such improvements at my/our expense.
6. Owner will be responsible to ensure that the Construction Contractor pays particular attention to CONSTRUCTION RESTRICTIONS found in Chapter 8 of the Guidelines and Architectural Standards. Because of the significant amount of new construction and remodeling in our

neighborhood, it is of prime importance that all possible consideration be given to minimizing annoyance to existing residents. In addition, if a house is to be demolished, it shall be properly maintained until start of demolition.

7. The owner certifies that the lot area is _____ S.F., and agrees that the area of all structures on the Lot will not exceed the permissible maximum of _____ S.F.

Owner's Signature

Date

Type/Print Name

Date

Owner's Signature

Date

Type/Print Name

Date

FOR ARCHITECTURAL COMMITTEE USE ONLY – DO NOT COMPLETE

Date Received by ARC: _____

(NOTE: This date does not necessarily indicate when the ARC's 30-day approval period begins.)

ARC DECISION

☐ Approved as Submitted

☐ Approved with the following conditions. See the attached letter.

☐ Disapproved for the following reasons. See the attached letter.

ARC SIGNATURES

By: _____

By: _____

By: _____

Newport Hills Community Association Neighbor Awareness Form

Owner: _____
Address: _____

Because your proposed improvements may affect your neighbors, it is important that they be apprised of your plans. As a part of your submission of improvement plans, you must include a completed and fully signed copy of this Neighbor Awareness form indicating that your facing, adjacent and impacted neighbors have seen your plans prepared by _____ and dated _____ and **are aware** of your intentions. The neighbors' agreement is not a condition to the Architectural Committee's approval of your plans nor does an objection from any of your neighbors automatically mean that your plans will be disapproved. Such an objection is merely one of the many factors that the Architectural Review Committee will consider in the review process. As used in this form, the following terms shall have the following meanings:

- (a) Facing Neighbor. The three (3) homes most directly across the street from your home.
- (b) Adjacent Neighbor. All homes with adjoining property lines to yours.
- (c) Impacted Neighbor. All homes in the immediate area of your home that would be affected by the construction of any improvement. The Architectural Committee reserves the right to require that any homeowner(s) that the Architectural Review Committee believes will be impacted by the proposed improvements be notified of your plans, even if you disagree that such homeowner(s) will be affected.

Any neighbor is entitled, upon his or her request to Newport Hills Community Association., to be notified of the time and date of the meeting at which the Architectural Review Committee will consider your plans and to appear and comment on your plans at that meeting.

NEIGHBOR NAME	ADDRESS	PHONE NO.	DATE REVIEWED	NEIGHBOR SIGNATURE	APPROVAL (Indicate Yes/No) If not in approval of proposed plans please submit separate written concerns to Arch. Comm.

Newport Hills Community Association

Notice to Perform Framing Observation

Notice is hereby given that:

The undersigned is the Owner(s) of the property located at:

The work of Framing on the described property was COMPLETED on: _____
And framing members will not be concealed within the next 15 (fifteen) days.

I certify that the foregoing is correct.

Signature of Owner: _____

Date: _____

Owner's Address (if different): _____

Signature of Architect or Contractor: _____

Date: _____

Newport Hills Community Association

Notice to Perform Mid-Construction Observation

Notice is hereby given that:

The undersigned is the Owner(s) of the property located at:

Mid-Construction on the described property was COMPLETED on: _____
Windows and Exterior Sliding Doors are installed per the HOA approved drawings, prior to the
application of the exterior finish material..

I certify that the foregoing is correct.

Signature of Owner: _____

Date: _____

Owner's Address (if different): _____

Signature of Architect or Contractor: _____

Date: _____

Newport Hills Community Association

Notice of Completion

At completion of project please submit this form to the Association office so your final inspection may be scheduled and your construction file closed. You must submit this completed document along with photos of all construction work that has commenced at your property. Please be sure that the photos include all sides of any improvements.

Notice is hereby given that:

The undersigned is the Owner(s) of the property located at:

The work of improvement on the described property was COMPLETED on: _____

in accordance with the Architectural Review Committee's written approval of the Owner's plans and submittal package. I certify that the foregoing is correct.

Signature of Owner: _____

Date: _____

Owner's Address (if different): _____

Signature of Architect or Contractor: _____

Date: _____

NEWPORT HILLS COMMUNITY ASSOCIATION

Homeowner Appeal of ARC Decision

If the ARC disapproves all or any part of a design submittal, the Owner may appeal such disapproval to the Board of Directors. In the space provided below, please specify in detail the portion of the ARC decision with which you are dissatisfied.

To begin the Appeal process, please complete this form and mail or deliver it to:

Newport Hills Community Property Manager
1900 Port Carlow Place
Newport Beach, California 92660
Phone: 949-721-1929 Fax: 949-706-3659

Homeowner's Name: _____ Date: _____

Address: _____

Lot Number: _____ of Tract No. _____

Home Phone: (_____) _____ Business Phone: (_____) _____

Date on the letter from the Association informing you of the ARC decision _____

Please specify the portion of the ARC decision with which you are dissatisfied:

Owner's Signature

Date

Type/Print Name



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

3300 Newport Boulevard | P.O. Box 1768 | Newport Beach, CA 92658
www.newportbeachca.gov | (949) 644-3275

SETBACKS AND TOP OF SLAB/FLOOR ELEVATION CERTIFICATE

The purpose of this certificate is to insure that the structure is located properly on site per the approved drawings. This certificate also verifies the top of slab/floor elevation noted on the approved drawings.

After the top of slab/floor elevation is verified to match the elevation specified on the approved drawings, the contractor and inspector can measure the height of the structure to the top of slab/floor to verify that it is equal or less than the dimension shown on building sections and elevations.

This form must be filled out by a registered surveyor or civil engineer authorized to perform surveys. The survey must be done after the concrete forms are in place or preferable after the concrete slab is poured or raised floor is built, but prior to starting wall framing.

Engineer/Surveyor's Name _____ License # _____

Engineer/Surveyor's Address _____

Job Address _____

Setbacks: Sketch a site plan and specify surveyed setbacks (use back page).

* Top of slab/floor elevation: _____

* If slab/floor elevation varies, sketch a plan or section through slab on the back page and specify the elevations. Use same datum used in the survey of record.

I certify that the setbacks are ☐, are not ☐, per City approved plans. Describe any deviations from plans: _____

I certify that top of slab/floor elevation(s) is ☐, is not ☐, per City approved drawings. Describe any deviations from plans: _____

Date

Engineer/Surveyor's stamp and signature



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

3300 Newport Boulevard | P.O. Box 1768 | Newport Beach, CA 92658
www.newportbeachca.gov | (949) 644-3275

BUILDING HEIGHT CERTIFICATION

Project Street Address: _____

As the surveyor of record for the above project, I hereby certify that I have reviewed the City of Newport Beach approved plan and original topography survey and based the elevations listed below on those plans.

Elevations shall include an allowance for roofing material thickness if not yet installed. Provide each ridge and midspan elevation indicated on the approved plan. Use the format below on the back of this form if additional space is necessary or further explanation is needed. Provide original copy to building inspector before roof framing inspection.

Benchmark is based on: ☐ NAVD88 ☐ NGVD29 ☐ Assumed

Allowable overall elevation above the benchmark of: _____ is: _____

Actual overall height above the benchmark as measured, is: _____

Allowable midspan elevation above the benchmark of: _____ is: _____

Actual midspan elevation above the benchmark is: _____

I certify that the above height measurements are correct and the above project:

☐ **IS** in compliance with the City-approved plans.

☐ **IS NOT** in compliance with the City-approved plans (Provide explanation).

Please describe any deviation from the City-approved plan on the back of this form.

Date

Surveyor or Civil Engineer's signature and seal
(Wet stamp and signature are required)

NEWPORT HILLS COMMUNITY ASSOCIATION
FEE SCHEDULE
ARCHITECTURAL/LANDSCAPE PLAN SUBMITTAL FEES
EFFECTIVE DATE: NOVEMBER 1, 2017

The Architectural Review Committee of the Newport Hills Community Association engages the consulting services of an architect to review plan submittals. The consultant's review fees, the Association's Plan Processing fee(s), and any contractor clean up fees, will be deducted from the **Review Deposit** and any remaining monies will be returned to the applicant upon the completion of the project.

Newport Hills Community Association must anticipate that it may incur legal fees, street damage, and other costs before or during construction in connection with a particular applicant's project. Any such costs will be deducted from the **Construction Deposit** and the remaining monies will be returned to the applicant upon the completion of the project.

TYPE OF APPLICATION	Review Deposit	Construction Deposit	Total Deposit
1. New Home Construction. Includes new residences rebuilt after demolition.	\$10,000.00	\$20,000.00	\$30,000.00
2. Additions & Major Remodels. Includes all new construction with any new exterior walls, roof or roof/wall penetrations.	\$7,500.00	\$7,500.00	\$15,000.00
3. Minor Remodel. Includes all new construction without any new exterior walls. Includes Landscape/Hardscape additions and alterations with structures and/or a pool.	\$3,000.00	\$3,000.00	\$6,000.00
4. Garden Walls and Fences	\$2,000.00	\$2,000.00	\$4,000.00
5. Exterior material change	\$1,000.00	\$1,000.00	\$2,000.00
6. Exterior Color Change	\$0.00	\$0.00	\$0.00

PAYMENT: The **Review Deposit** will be due with the Preliminary Plan Submittal. The **Construction Deposit** will be due upon ARC Approval for Construction.

Association's Plan Processing Fee- \$50.00 per submittal of plans that require review by the ARC and/or Consulting Architect.

The **Contractor Clean Up Fee** is part of your Construction Deposit. The balance in the Construction Deposit will be refunded to the homeowner once the final inspection has been completed by the consulting architect, and the Association confirms that all debris, paint, damage, etc. caused by the contractors or as a result of the improvements at the property have been rectified.

Glossary of Terms

For purposes of these Architectural and Landscape Standards, the following definitions shall apply. Where terms are defined within the text of the Document, the paragraph numbers are so noted. For terms not listed here, please consult the Index.

Adjacent Neighbor: 2.6.7.2

Applicant: the Owner of the lot for which submittal is made.

Arbor: 7.10.1

ARC: Architectural Review Committee

Balcony 4.1.2.6

Buildable Area: 4.3.2

Building composition: 3.3.4

Building Context: 3.3.3

Building form: 3.3.2

Building massing: 3.3.1

Cabana: 7.10.1

Common Area: Association- owned and maintained property within the community.

Consulting Architect: a California Registered Architect, and non-Newport Hills resident, who is retained by the Association for review and recommendation of drawings submitted to the ARC.

Deck: 7.8

Facing Neighbor: 2.6.7.1

Final Acceptance: 2.8

Gazebo: 7.10.1

Grade: 4.2.3

Hardscape: any non-plant material that is placed on the ground – refer to 7.0

Impacted Neighbor: 2.6.7.3

Improvement: any new construction or revision to existing construction, including landscape and hardscape.

Loggia: 4.1.2.7

Outdoor room: 7.10.1

Palapa: 7.10.1

Patio: 7.7

PCZT: Planned Community Zoning Text – refer to 4.3.1

Plate height: the top framing member of a wall.

Pool house or Outside recreation room: 7.10.1

Porch: 4.1.2.5

Roof deck: 7.10.1

Softscape: any landscaped area.

Storage structure: 7.14

Tentative Acceptance: 2.6.5

Vine/plant trellis: 7.10.1