

Tustin Ranch Sycamore Glen
Condominium Association

Architectural / Landscape
Approval Request
Form

TUSTIN RANCH SYCAMORE GLEN CONDOMINIUM ASSOCIATION

Architectural / Landscape Approval Request Form

APPLICATION PROCEDURES:

1. This Architectural/Landscape Approval Request Form, plans, sketches, scaled plot/site plan, description of work, brochures related to the project, specifications of materials and color schemes, and any other information pertaining to this project **MUST** be submitted to the property management company a **minimum of three (3) weeks prior to the anticipated start of construction**. Failure to comply with this procedure will result in a **rejected** approval request form and/or a request to correct any work performed prior to approval of this approval request form. All costs related to correction of work shall be the responsibility of the owner listed under this approval request form.
2. **COMPLETELY** and **LEGIBLY** fill out this Architectural/Landscape Approval Request Form. This form shall be accompanied by the following documents (Failure to submit the following documents will result in a **rejected** Approval Request Form):
 - 2.1. Two (2) additional copies of this request form for a total of three (3) copies. (Property Management record copy, Architectural Committee record copy, and one copy that will be returned to the owner approved or rejected)
 - 2.2. Three (3) copies of a fully dimensioned plot/site plan drawn to $\frac{1}{4}" = 1'-0"$ scale. The plan shall **CLEARLY** show the entire building with the Unit relevant to the proposed work, building walls, garages, chimneys, patios, fences, gates, patio doors, windows, front door location, and landscaped areas. The drawing shall **clearly** reflect the existing conditions and **clearly** mark the newly proposed work, material colors, sizes, and/or any other items pertaining to the newly proposed work.
 - 2.3. Three (3) copies of any brochures, specifications, and/or color schemes related to the newly proposed work.
3. Please fill in the following blanks or answer the questions as clearly and precisely as possible. Approval Request Forms must be typed or printed clearly in blue or black ink. Illegible request forms will be **rejected**.
4. Owners **MUST** submit this Approval Request Forms and the above-mentioned related documents. Request forms submitted by renters, lessees, and/or any other person(s) other than the owner will be rejected.
5. **EACH application must be accompanied with a \$20.00 (twenty) check, made payment to Tustin Ranch Sycamore Glen.**

OWNER INFORMATION:

Owner/Applicant Name: _____ Today's Date: _____

Address: _____

Square Footage: _____ Bedrooms (Qty): _____ Bathrooms (Qty): _____

TUSTIN RANCH SYCAMORE GLEN CONDOMINIUM ASSOCIATION

Please fill out any of the following possible ways to best contact you in case of any questions pertaining to this request:

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

DESCRIPTION OF WORK:

Please include types of materials used, color schemes, location of work and/or proposed installation, etc. Please attach a separate sheet to this request form if more room is needed to describe the newly proposed work.

Please understand that none of the work as describe in this application may start prior to receiving an approval from the Architectural Committee.

Estimated Start Date: _____ Estimated Completion Date: _____

Enclosed is my check for the \$20.00 (twenty) application fee, made payable to Tustin Ranch Sycamore Glen.

YES ☐

NO ☐

TUSTIN RANCH SYCAMORE GLEN CONDOMINIUM ASSOCIATION

NEIGHBOR NOTIFICATION:

It is the intent of the Architectural/ Landscape Review Committee to consult neighbors on any improvements, which may impact their use and/or enjoyment of their property. This neighbor notification is not a consent form. Neighbor “approval” and/or “disapproval” of a particular improvement shall only be advisory and shall not be binding in any way on the Architectural/Landscape Review Committee's decision. Please keep in mind, if a neighbor that is listed under the Neighbor Notification Statement moves away from the Association, you may be asked in the future to notify the new neighbor of any exterior improvements completed prior to their move-in.

A. Improvements Requiring Neighbor Notification

- Any exterior improvements that may impact, or be visible to, the neighbors in the Association.
- Any non-fixed items placed in the Exclusive-Use Patios in clear view of the neighboring owner(s) or above the fence lines. (Bicycles, Patio Umbrellas, Satellite Dishes, etc.)

B. Definitions

- Facing Neighbor - The three (3) Units (if applicable) directly across the street from your garage
- Adjacent Neighbor - All Units sharing a common wall, fence, or property line
- Impacted Neighbor - All Units in the immediate surrounding area which would be affected by the construction of any improvements or in direct view of the proposed improvements

C. Neighbor Notification Statement

- The Facing, Adjacent, and Impacted Neighbor Notification Statement must be provided to the Architectural/Landscape Committee to verify the neighbors have been properly notified about the proposed improvements.

TUSTIN RANCH SYCAMORE GLEN CONDOMINIUM ASSOCIATION

NEIGHBOR NOTIFICATION STATEMENT:

The attached neighbor notification form and plans were made available to the following neighbors for review.

FACING NEIGHBOR:

Print Name FACING NEIGHBOR:	Address	Signature
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Print Name FACING NEIGHBOR:	Address	Signature
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Print Name ADJACENT NEIGHBOR:	Address	Signature
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Print Name ADJACENT NEIGHBOR:	Address	Signature
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Print Name IMPACTED NEIGHBOR:	Address	Signature
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Print Name IMPACTED NEIGHBOR:	Address	Signature
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Print Name	Address	Signature
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The neighbors have seen the plans I am submitting for Architectural Landscape Review Committee approval. My neighbors and I understand that neighbor objections are not binding and do not in themselves cause denial. However, the Architectural/ Landscape Review Committee may contact the neighbors listed, if necessary.

Also, I agree to complete all the improvements, obtain any necessary permits required by the local governing authorities, and maintain my patio area and exclusive use common use areas during and after the improvements are complete in accordance with the above-mentioned design and/or request and the conditions of the approval.

Also, I agree that none of the work, as described in this application, may commence prior to me receiving an approval from the Architectural Committee.

Applicant Signature

Date

Print Name

TUSTIN RANCH SYCAMORE GLEN CONDOMINIUM ASSOCIATION

MANAGEMENT USE ONLY

Please circle one:

APPROVED

APPROVED

with Conditions:

NOT APPROVED

Please state below:

DATE:

NAME:

TITLE:

SIGNATURE:

CONDITIONS

REASON FOR NON APPROVAL
